



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1420.1A CH-3
N131
07 JUN 04

OPNAV INSTRUCTION 1420.1A CHANGE TRANSMITTAL 3

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION
ADMINISTRATIVE MANUAL

Encl: (1) Revised page 1-3 and Chapter 5

1. Purpose. To update guidance on the Medical Enlisted Commissioning Program (MECP), Chapters 1 and 5.

2. Action. Remove page 1-3 and Chapter 5. Replace with enclosure (1) of this change transmittal.

G. L. HOEWING
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)

Distribution:
SNDL Parts 1 and 2
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OPNAVINST 1420.1A CH-2
N131
28 Apr 04

OPNAV INSTRUCTION 1420.1A CHANGE TRANSMITTAL 2

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION
ADMINISTRATIVE MANUAL

Encl: (1) Revised Chapter 6 and Appendix E

1. Purpose. To update guidance on the Inservice Procurement Program (IPP) (Chapter 6) and IPP Package Checklist (Appendix E).

2. Action. Remove Chapter 6 and Appendix E and replace with enclosure (1) of this change transmittal.

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WASHINGTON, DC 20350-2000

OPNAVINST 1420.1A CH-1
N131
6 Aug 03

OPNAV INSTRUCTION 1420.1A CHANGE TRANSMITTAL 1

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION
ADMINISTRATIVE MANUAL

Encl: (1) Revised Chapter 5 and Appendix D

1. Purpose. To update guidance on the Medical Enlisted Commissioning Program (MECP) (Chapter 5) and the MECP Package Checklist (Appendix D).
2. Action. Remove Chapter 5 and Appendix D and replace with enclosure (1) of this change transmittal.

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OPNAVINST 1420.1A
N131
May 2, 2003

OPNAV INSTRUCTION 1420.1A

From: Chief of Naval Operations
To: All Ships and Stations

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION ADMINISTRATIVE MANUAL

Encl: (1) Subject Manual

1. Purpose. To issue a complete revision of the Enlisted to Officer Commissioning Programs Application Administrative Manual. This revision should be read in its entirety.

2. Cancellation. OPNAVINST 1420.1.

3. Effective Date. This revision is effective for all applications for the FY-04 Boards and outyears. Those LDO/CWO applicants applying for the FY-04 program will continue to use OPNAVINST 1420.1 with CHG-1. This instruction will be used for LDO/CWO FY-05 program and all future LDO/CWO applications.

4. Authority. This directive governs administrative matters within the Office of the Chief of Naval Operations (OPNAV). All chapters carry full authority of their governing directives in levying responsibilities on addressees.

5. References. Instructions cited in the text of chapters have not been distributed to all addressees.

6. Action. Commanding officers are encouraged to forward applications of best qualified enlisted members in the Regular Navy and the Naval Reserve including Training and Administrative of the Reserve (TAR) personnel and Selected Reserve (SELRES) personnel in their commands following the instructions in enclosure (1) unless specified in specific programs.

7. Appendices

a. Appendix B lists NROTC-affiliated universities by the State.

b. Appendices C through F are unique checklists for commissioning programs.

c. Appendix H lists information on officer communities and officer designators.

8. Forms

a. The following forms are available in Chapter 2 of this instruction.

(1) OPNAV 1420/1 (REV. 7-02), Officer Programs Application.

(2) NAVCRUIT 1100/13 (REV. 3-81), Interviewer's Appraisal Sheet.

b. The following forms are available in Chapter 8 of this instruction.

- (1) STA-21 Application Data Form
- (2) Commanding Officer Recommendation Form
- (3) Nomination Review Board Chairperson Recommendation Form
- (4) Interview Verification Form
- (5) Statement of Understanding (Nuclear Option)

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TABLE OF CONTENTS

<u>CHAPTER</u>	<u>TITLE</u>
1	Enlisted to Officer Programs Introduction
2	Officer Programs Application Instructions and Form
3	U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) Programs Selection and Training Program (BOOST)
4	Officer Candidate School (OCS) Program
5	Medical Enlisted Commissioning Program (MECP)
6	Medical Service Corps Inservice Procurement Program (MSC IPP)
7	Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs
8	Seaman To Admiral-21 (STA-21) Program
<u>APPENDIX</u>	<u>TITLE</u>
A	USNA Applicant Checklist and Supporting Documents
B	NROTC Affiliated Universities by State
C	OCS Program Checklist
D	MECP Checklist
E	MSC IPP Checklist
F	LDO/CWO Program Checklist
G	STA-21 Program Checklist
H	Officer Communities and Designators List

Chapter 1

INTRODUCTION

Purpose. To provide concise information on each commissioning program open to enlisted personnel. This introduction will be useful to the individual interested in officer programs as well as career counselors and other advisors or mentors in the chain of command. Additional chapters of this manual provide the specific eligibility criteria and must be carefully reviewed when applying for an officer program.

1. The U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) (Chapter 3)

a. General Information

(1) The U.S. Naval Academy (USNA), located in Annapolis, Maryland, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room, and board. Candidates report to the Naval Academy in late June or early July for Plebe Summer. The academic curriculum focuses primarily on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. A percentage of appointments in the U.S. Marine Corps are also offered to those qualified. A Bachelor of Science degree is awarded upon graduation. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is 5 years active duty and 3 years Reserve upon initial appointment as an officer.

(2) The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the U.S. Naval Academy. NAPS students are in an active duty enlisted status. The school convenes in July of each year and runs through May of the following year. NAPS is located on board the Officer Training Center (OTC), Newport, Rhode Island. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in late June or early July with the incoming class.

(3) More information about the Naval Academy and NAPS can be obtained by visiting the Naval Academy's web site at: www.usna.edu, or by contacting the Fleet Coordinator (410) 293-1840/DSN 281-1840.

Enclosure (1)

b. Basic Eligibility Requirements. Applicants must be:

- (1) Citizens of the United States. This cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within 3 years prior to application.
- (3) At least 17 years of age and must not have passed their 23rd birthday on Induction Day (the day Midshipman report to the Naval Academy and take their oath of office as Midshipman) of the year entering the Naval Academy. This is a statutory requirement and cannot be waived.
- (4) Unmarried, not pregnant, and have no incurred obligations of parenthood.
- (5) Physically qualified.
- (6) Officially nominated from the Secretary of the Navy or one of the many nomination sources available.
- (7) Recommended by their commanding officer.

c. Additional academic and program eligibility requirements, along with the application procedures, are specified in greater detail in Chapter 3 of this manual.

2. Officer Candidate School (OCS) Program (Chapter 4)

a. General Information

(1) OCS is an initial commissioning program for individuals possessing at least a baccalaureate degree from an accredited institution. Selectees for OCS may choose, depending upon individual qualifications, designators within the Unrestricted Line, Restricted Line, and certain Staff Corps designators. Appendix H of this manual provides a description of the designators open to qualified candidates. OCS is a 13-week program of concentrated officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida.

(2) Enlisted applicants selected for the program who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensigns, U.S. Naval Reserve and incur a minimum active duty obligation of 4 years. Certain designators incur

Enclosure (1)

greater minimum active duty obligation because of follow-on training required for that designator.

b. Basic Eligibility Requirements. Applicants must be

(1) citizens of the United States. This cannot be waived.

(2) of good moral character and have no record of disciplinary action within 3 years of application.

(3) possess a baccalaureate degree or advanced degree from an accredited institution.

(4) at least 19 years old and meet designator specific age limitations which are outlined in MILPERSMAN 1131-010.

(5) meet specific program qualifications and aptitude scores.

(6) physically qualified and meet two consecutive "good-low" final PRT score prior to entry into the program.

(7) recommended by their commanding officer.

c. Application Deadline. Applications are accepted continuously throughout the year.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 4.

3. Medical Enlisted Commissioning Program (MECP) (Chapter 5)

a. General Information

(1) MECP is a Nurse Corps commissioning opportunity. It provides a pathway for active duty enlisted personnel of all ratings, who possess some college credit, to obtain a baccalaureate degree in nursing and ultimately a commission in the Nurse Corps. This program is **not** intended to serve as a precursor to medical school, or for physical therapy, physician assistant, or other health care specialty.

(2) Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books, and other expenses incurred while participating in MECP.

Enclosure (1)

If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits, however, students are not eligible for benefits under the Tuition Assistance program. The selectee may seek financial assistance from other sources.

(3) Selectees are required to complete degree requirements in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

(4) Graduates from MECP are commissioned as Ensigns, in the Nurse Corps, United States Naval Reserve, and incur an 8-year military service obligation of which a minimum of 4 years must be served on active duty.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action within the 3 years prior to application.

(3) Serving on active duty in the U.S. Navy, U.S. Marine Corps, or Naval Reserve. Reservists on Active Duty for Special Work (ADSW), One, Two or Three-Year Recalls (ADSW/OYR), and Canvasser Recruiters are not eligible for the program.

(4) Must be able to complete the nursing degree requirements and be commissioned prior to their 35th birthday.

(5) High school graduates or hold a GED and be scholastically qualified.

(6) Able to complete any prerequisites and the requirements for a baccalaureate and/or masters degree in nursing within 36 consecutive months from the date of enrollment into the MECP.

(7) Physically qualified.

(8) Recommended by their commanding officer.

c. Application Deadline. Applications must be received as announced in the NAVADMIN for that year in which the applicant desires selection to the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 5.

Enclosure (1)

2 May 2003

4. Medical Service Corps In-service Procurement Program (MSC IPP) (Chapter 6)

a. General Information

(1) MSC IPP for Health Care In-service Procurement Program provides a pathway to officer commissions for motivated active duty enlisted personnel who meet the eligibility criteria for Health Care Administration (HCA), Physician Assistant (PA), Radiation Health Officer (RHO), Environmental Health Officer (EHO), Industrial Health Officer (IHO), Entomology, and Pharmacy as defined in references (a) through (c) in Chapter 6. Some of these programs provide opportunities to complete either a baccalaureate or masters degree.

(2) Candidates for this program may have a qualifying degree or may have some college credit applicable towards an advanced qualifying degree. Those with qualifying degrees will receive direct appointments to the Medical Service Corps, in a paygrade commensurate with education level.

(3) Selectees who desire an advanced degree (graduate level) or possess transferable credits towards a graduate degree, will be afforded the opportunity to obtain a graduate degree while maintaining their active duty pay and benefits. Personnel selected for any of these programs which require training are provided between 24 to 48 months to complete their degree (dependent upon the program). MSC IPP students receive full pay and allowances in their current enlisted paygrades and are eligible for advancement while in college. Selectees are required to attend school on a full-time, year-round basis beginning in the fall of the year selected. Once they complete their degrees they will be commissioned as lieutenant (junior grade) or Lieutenant for Pharmacy program, Medical Service Corps, U.S. Naval Reserve.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action within the last 3 years prior to application.

(3) For MSC IPP, be serving on active duty. Reservists on Active Duty for Special Work (ADSW), One, Two or Three-Year Recall, and Canvasser Recruiter are not eligible.

(4) For MSC IPP, be serving in paygrade E-5 through E-9.

Enclosure (1)

(5) Not have reached their 35th birthday by time of initial commissioning appointment.

(6) Possess qualifying degree for or possess the minimum amount of transferable college credit for the specialty applying for as specified in Chapter 5.

(7) Physically qualified.

(8) Recommended by their commanding officer.

c. Application Deadline. For the active duty, IPP applications must be received not later than the date announced in the NAVADMIN for the year's board.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 6.

5. Limited Duty Officer (LDO including LTJG) and Chief Warrant Officer programs for active duty and inactive duty personnel (Chapter 7). Those LDO/CWO applicants applying for FY-04 program will continue to use OPNAVINST 1420.1 with CH-1. This instruction will be used for LDO/CWO FY-05 program and all future LDO/CWO applications. This instruction applies to FY-03 and FY-04 appointments.

a. General Information

(1) The LDO and CWO programs provide commissioning opportunities to qualified senior enlisted personnel (and CWOs). Chief Petty Officers (E-7 through E-9), E-6 personnel who are selection board eligible for E-7, and CWOs (applying for Lieutenant (junior grade) may qualify for these programs. The LDO and CWO programs are open to both active duty, including Training and Administration of Reserve (TAR) and inactive duty (Selected Reservists (SELRES)) personnel. A baccalaureate degree is not required, however, it is strongly encouraged.

(2) LDOs are technically oriented officers who perform duties in specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field.

(3) Active duty and TAR personnel selected for LDO receive an initial appointment as Ensigns (01E) in the U.S. Navy and incur a minimum active duty obligation of 4 years. SELRES personnel selected for LDO receive an initial appointment as Ensigns (01) in the U.S. Naval Reserve and incur a minimum

Enclosure (1)

2 May 2003

Reserve service obligation of 3 years. A Selected Reservist with more than 4 years of active duty service (active duty, Annual Training (AT), Active Duty Training (ADT), Active Duty for Special Work (ADSW), Career Advance Navy Recruiting Enlisted Counselor (CANREC), One Year Recall (OYR), Presidential Recall (PSRC) combined) will receive an appointment as an Ensign (01E).

(4) Active duty and TAR personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Navy and incur a minimum active duty obligation of 4 years. SELRES personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Naval Reserve and incur a minimum Reserve service obligation of 3 years. Active duty and inactive duty personnel in paygrade E-9, who have completed 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CWO3. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

(5) Active duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02E) in the U.S. Navy. Inactive duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the U.S. Naval Reserve. A Selected Reservist with more than 4 years of active duty service (active duty, AT, ADT, ADSW, CANREC, OYR, PSRC combined) will receive an appointment as a LTJG (02E).

(6) Application deadlines

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than the date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via unit commanding officer) and postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of LDO/CWO program normally released in March for active duty and June for inactive duty.

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-91C) and postmarked not later than 1 December of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be postmarked not later than 15 March of the calendar year in which application is made.

b. LDO Basic Eligibility Requirements. Applicants must be:

Enclosure (1)

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations (\$300.00 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

(3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at the time application is made.

(4) Serving in paygrade E-7 through E-8 or be an E-6 selection board eligible for E-7.

(5) Active duty must have at least 8, but not more than 16 years of active duty service. Selected reservists must have at least 8, but not more than 16, years of Total Qualifying Federal Service.

(6) High school graduates or hold a GED.

(7) Physically qualified for appointment per the physical standards outlined in the Manual of Medical Department.

(8) Meet physical fitness standards of "satisfactory medium" or higher per OPNAVINST 6110.1 at the time of application and appointment.

(9) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer).

c. Additional program eligibility requirements are specified in greater detail in Chapter 7.

d. CWO Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors

Enclosure (1)

2 May 2003

(except minor traffic violations (\$300.00 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

(3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at time application is made.

(4) Serving in paygrade E-7 through E-9 and E-6 personnel selected for E-7.

(5) Active duty must have at least 12, but not more than 24 years of active duty service. Selected Reservists must have at least 12, but not more than 24 years of Total Qualifying Federal Service.

(6) High school graduates or hold a GED.

(7) Physically qualified for appointment per the physical standards outlined in the Manual of Medical Department.

(8) Meet physical fitness standards of "satisfactory medium" or higher per OPNAVINST 6110.1 at the time of application and appointment.

(9) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer.)

c. Additional program eligibility requirements are specified in greater detail in Chapter 7.

6. Seaman to Admiral - 21 (STA-21) Program (Chapter 8)

a. General Information

(1) STA-21 is a commissioning program that provides an excellent opportunity for highly motivated active duty enlisted personnel in the Navy or Naval Reserve, including Training and Administration of the Reserves (TAR), Selected Reserve (SELRES), and Navy Reservists on active duty, except for those on active duty for ACDUTRA to include annual training (AT) and initial active duty for training (I-ACDUTRA), to complete requirements for a baccalaureate degree and earn a commission in the Unrestricted Line (URL), Nurse Corps (NC), Supply Corps (SC), Civil Engineer Corps (CEC), or Special Duty (Cryptology, Intelligence) Officer. Although the applicant's history of fleet performance will receive consideration during the selection

Enclosure (1)

process, emphasis will also be placed on the identification of those applicants who possess both the academic and leadership potential necessary to become outstanding naval officers. STA-21 has three components:

(a) BOOST: A 3- or 6-month college preparatory program located at Naval Education and Training Center (NETC), Newport, RI. A limited number of selected STA-21 participants will be chosen by Chief of Naval Education and Training (CNET) to attend BOOST to improve academic skills before attending the Naval Science Institute (NSI).

(b) Naval Science Institute (NSI): A 9-week course of intensive officer preparation and indoctrination at NETC attended by all selectees en route to their university assignment.

(c) Full-time, year-round study for up to 36 months at an NROTC-affiliated university. All selectees will be ordered to an NROTC unit on a permanent change of station (PCS) basis, but may choose to enroll in either the NROTC host institution or one of its affiliated cross-town universities as listed in Appendix B. STA-21 officer candidates will participate in drills with their NROTC unit, attend the two Naval Science leadership courses, and are strongly recommended to hold leadership positions within the unit. STA-21 officer candidates do not participate in the NROTC midshipman cruises. They remain on campus to attend classes during summer academic sessions.

(2) STA-21 students receive full pay, allowances, and benefits for their enlisted pay grades and are eligible for advancement while participating in the program. To ensure study materials are available, all requirements for the next advancement exam should be completed prior to detaching from the present command. Entitlement to the Selection Reenlistment Bonus is as specified in OPNAVINST 1160.6A.

(a) All special duty assignment pays (SDAP) cease upon transfer to NSI. If designated for attendance at BOOST school prior to reporting to NSI, SDAP will cease upon transfer to BOOST.

(b) Some special pays may continue for those individuals selected for and participating in the STA-21 Special Warfare or Special Operations Option programs, if specific program qualifications are maintained as directed by the Officer Community Managers (Chief of Naval Operations (CNO) (N131H and N131X). Maintenance of certain naval special warfare and special operations skills enhances safety and is more cost effective than periodic retraining that is required when such skills lapse.

Enclosure (1)

(3) STA-21 students will receive up to \$10,000 per year, paid to the university by CNET to supplement costs of tuition, books and fees (i.e., if tuition, fees and book costs total \$7,000, only \$7,000 will be paid out by the STA-21 program; if tuition, fees and book costs total \$13,000, the selectee must pay \$3,000). STA-21 students may not use nor are they eligible for tuition assistance under the Navy's Tuition Assistance Montgomery GI Bill (MGIB) educational benefits as specified in BUPERSINST 1780.1. Questions regarding use of MGIB benefits should be directed to the Navy Personnel Command's Navy Education Program Office at 1-800-962-1425.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Recommended by the commanding officer as having good moral character, officer potential, and unquestionable loyalty to the United States.

(3) Serving on active duty in the U.S. Navy or Naval Reserve including TAR, SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT and I-ACDUTRA. Individual option programs may have additional requirements and specific restrictions. See Chapter 8 for community specific information.

(4) A high school graduate or hold a GED.

(5) Able to complete a baccalaureate degree in 36 months.

(6) Able to complete degree requirements and be commissioned prior to 31st birthday. Waivers of this requirement may be considered understanding that specific age requirements for certain STA-21 option programs differ. See Chapter 8 for community specific information.

(7) Have a certified copy of SAT or ACT test scores from a test taken within 3 years of application due date. A minimum score of 500 Math and 500 Verbal on the SAT test or a minimum score of 21 Math and 20 English on the ACT test. No waivers will be considered. Certain STA-21 option programs have more stringent requirements and are addressed in Chapter 8.

(8) Meet physical commissioning standards.

c. Application Deadline. Applications must be received by 1 July of the year in which the applicant desires acceptance into the program.

Enclosure (1)

Chapter 2 OFFICER PROGRAMS APPLICATION INSTRUCTIONS

The Officer Programs Application has been revised and should be reviewed in its entirety. Those applying for Seaman to Admiral-21 (STA-21), Naval Academy, and NAPS need to refer to the applicable chapter in this enclosure to find out the application process. Please follow the instructions below for completing the single application. Specific program eligibility and program information and application procedures for each officer program are contained in this Manual. Carefully read the appropriate program section **prior** to completing your application for an officer program. **You must have an original signature on each application you submit.**

INSTRUCTIONS

1. Read the following instructions carefully before filling out the form, OPNAV 1420/1 (REV. 10-02). This application can be found on the BUPERS Website in Word format. If you have questions about the application, the program point of contact listed in the respective program chapter can provide assistance. Illegible entries can result in misinterpretation by a selection board and may jeopardize your selection. **Applications must be typed or neatly hand-written in black or blue ink.**
2. Enter name and rate/rank, and SSN in the blocks provided on top of every page of this application.
3. Provide information in each block as specified.

Block 1. List other names used particularly if college or high school transcripts or other important documents reflect a name different from your current name.

Block 2. Indicate programs to which you are applying by placing an **X** in the box next to the appropriate program. Check **all** programs for which you are applying. Please note the requirements for each program. For duplicate program submission, send package to appropriate address.

OCS	Officer Candidate School
MECP	Medical Enlisted Commissioning Program
MSC IPP	Medical Service Corps In-service Procurement Program (Health Care Administration, DUINS, Physician Assistant, Radiation Health Officer, Environmental Health, Industrial Health, Entomology, and Pharmacy)
LDO	Limited Duty Officer
CWO	Chief Warrant Officer

Block 3. Desired community/designator. List desired community/designator preference (i.e.: Surface Warfare, Aviation, Surface Warfare Nuclear, Nurse Corps, and Submarine). This information is required for OCS, LDO and CWO (maximum two designators for LDO/CWO applicants), but is optional for all other programs. See Appendix H for the listing of communities and officer designators.

PERSONAL INFORMATION SECTION. For the following blocks, please indicate as applicable.

Blocks 4 and 5. Self-explanatory.

Block 6. (LDO/CWO applicants only fill out 6a and 6b unless applicant is a naturalized citizen.) U.S. citizenship is a legal requirement for all commissioned officers (10 U.S.C 532); therefore, you must provide proof of U.S. citizenship when applying for a commission or for programs leading to a commission. A copy (DO NOT SEND IN ORIGINAL) of your birth certificate is valid proof of U.S. citizenship. In certain states, it is illegal to copy the birth certificate. In those cases, applicants may use the Verification of Birth (Form DD 372). When using the Form DD 372, your Personnel Office or Executive Officer must sight your original birth certificate and sign in the appropriate block of the form and list the date that the original document was sighted. Other valid forms of proof of U.S. citizenship include Naturalization and Citizenship Certificates and the U.S. passport. In these cases, your Personnel Office or Executive Officer must complete the Verification of Birth (Form DD 372) or a NAVPERS 1070/613. When using the NAVPERS 1070/613, please ensure administrative remarks are made to cite the original documents, Immigration and Naturalization Service registration number place and date issued. (DO NOT SEND IN ORIGINALS).

Block 7. Self-explanatory. (Not required for LDO/CWO applicants)

Block 8. Number of Dependents: OCS applicants include spouse, if applicable. (Not required for MECP, and LDO/CWO applicants)

Block 9. Unit Identification Code (UIC): Contact your Command's Administration Office for this information.

Block 10. Projected Rotation Date (PRD): Self-explanatory.

Blocks 11 through 13. Self-explanatory.

MILITARY INFORMATION SECTION

Blocks 14 through 17. Self-explanatory.

Block 18. Testing Scores. See specific chapters for Testing Scores. (Not required for LDO/CWO applicants)

Block 19. PRT section should be completed by your Command Fitness Leader (CFL). (Not required for LDO/CWO applicants)

- PRT: Scores must be from last 3 consecutive official PRTS.
- Date of PRT - provide date with corresponding score.
- Final Scores: Enter total numeric score/total points.
- Overall Score: CFL must write in the overall score (i.e.; Excellent Good, Good Medium, etc.)
- Run/Swim: Circle either Run or Swim and enter time (minutes.seconds).
- Sit-ups: Enter number of sit-ups.
- Push-ups: Enter number of push-ups.
- Height: Enter height in inches.
- Weight: Enter weight in pounds.
- Percent Body Fat (if applicable).

*Marine Corps applicants applying to MECF or MSC IPP should forward a copy of their PFT record with application.

Block 20. Self-explanatory. (Attach separate sheet if more space is necessary.)

EDUCATION SECTION

Block 21. High School. Include GED information only if you are not a high school graduate. If you did not graduate from high school, but earned a GED instead, you must include all high school transcripts reflecting the time you attended. Attach one certified copy of each high school transcript and/or GED certificate. (Not required for OCS, MECF, and MSC IPP.) (Only required for LDO/CWO if not a high school graduate.)

Block 22. College. Provide the required data if applicable. If you have not completed your baccalaureate degree, and are applying for a degree completion program, provide the number of fully transferable college credits. See appropriate chapters for specific educational requirements and college transcript information.

Block 23. High School Transcript. Self-explanatory.

2 May 2003

PERSONAL HISTORY

Block 24. Personal Awards. Include Flag Letters of Commendation, Navy and Marine Corps Achievement Medal and higher.

Block 25. Service Schools. Attach your SMART transcript. List any Service Schools that were attended for a 2-week duration or longer that are not listed on the SMART. Not required for LDO/CWO.

Block 26. Self-explanatory.

Block 27. Extracurricular Activities. List extracurricular activities and dates of involvement starting with the most recent (e.g., sports, clubs, civic or military activities/volunteer work, collateral duties and command activities). Highlight any positions of leadership associated with the activity (e.g., team leader, MWR Chairperson, President of High School or College Team or Club).

Block 28. Special Abilities. List all foreign language abilities, flying experience including airframe and hours, computer skills, etc.

Block 29. Civil/Military Offense(s): Fill out as directed. **Important!** Providing false information or failing to declare any civil/military offense(s) may result in non-selection for the program.

Block 30. Drug Use/Alcohol Related Incident(s): Fill out as directed. **Important!** Providing false information or failing to declare any drug/alcohol incident(s) may result in non-selection for the program.

Block 31. Previous applications for any commissioning programs: List programs and dates (FY) for any commissioning programs for which you were selected or attended. In the block provided in the Personal Statement sections of this application, include a brief explanation of your reason for withdrawing from the program.

PERSONNEL SECURITY INFORMATION. This section is applicable to OCS, MECP and MSC IPP applicants only. All other programs, not applicable.

Blocks 32 through 34. Provide the information as indicated. Your Security Manager **must** obtain verification from Department of Navy Central Adjudication Facility (DONCAF) that you possess the appropriate entrance agency check. Your Command Security Manager or Executive Officer must sign in the blocks provided that

verification was made with DONCAF and that you possess the appropriate entrance investigations. **Applications will be rejected and returned to the applicant** if this section is not completely filled out or if Command Security Manager verification is not indicated. Applicants for the OCS, MECP, or MSC IPP programs, who do not have either a valid Entry Level National Agency Check (ENTNAC) or National Agency Check (NAC), must include a completed SF 86 (EPSQ version 2.1 or higher) with the Officer Programs Application. OCS applicants for Special Duty Officer programs in Intelligence, Cryptology or Nuclear Power designators will require a Special Background Investigation and applicants may be required to submit a Personnel Security Questionnaire (SF 86 EPSQ version 2.1 or higher) regardless of whether they have an ENTNAC or NAC. See specific sections of this manual for specific program guidance.

Block 35. OCS applicants only must check appropriate status of BUPERS orders.

Privacy Act. Read Privacy Act Statement completely. Sign and date your application.

Additional Application Requirements

Personal Statement. Use the space provided to answer questions 1 and 2 and, if applicable, question 3. Your personal statement should be a clear, concise essay addressing the areas listed on the application form. If handwritten, it must be legible. Extra attached sheets and lengthy statements are discouraged. LDO and CWO applicants must include obligatory service statement per Chapter 7 of this instruction.

Financial Statement (OCS applicants only). Use the space provided to answer questions 1 through 6. If handwritten, it must be legible.

Commanding Officer Recommendation. To be completed by your Commanding Officer. Please note that duplicate applications require original signature.

Request For College Transcript. To be completed and signed by the applicant. You must provide transcripts from all colleges you attended. Detach transcript request from application form and send it to university/college(s). Make checks payable to the university/college and send with transcript request.

NOTE: OCS, MSC IPP, and MECP require an **official** transcript with a raised seal from school official or registrar. For other programs, a certified copy of your transcript(s) is sufficient.

OPNAVINST 1420.1A
2 May 2003

Request for High School Transcript

To be completed and signed by the applicant. Provide certified copies of transcripts from all high school attended.

SSN

2. Indicate Program(s) to which applying:

- ☐ LDO ☐ MECP (Nurse) MSC IPP (Check Program)
- ☐ CWO ☐ OCS ☐ HCA ☐ Direct ☐ Training
- ☐ Physician Assistant
- ☐ Radiation Health ☐ Direct (☐ Training ☐ Bachelors ☐ Masters)
- ☐ Environmental Health
- ☐ Industrial Health ☐ Direct (☐ Training ☐ Bachelors ☐ Masters)
- ☐ Entomology
- ☐ Pharmacy

3. **Desired Community/Designator** (Required for OCS, LDO, and CWO applicants. Optional for all other programs.)

a.

b.

c.

(dd / mm / yy)

If yes, attach a birth certificate or provide certificate number and attach verification of birth (DD 372)

☐ Single

No. of other dependents	Explain
0	
1	
2	
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$$\overline{(\text{mm/yy})}$$
Islander ☐ Other

E-Mail

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

MILITARY INFORMATION

14. Time in Rate _____ (dd/mm/yy)

15. Branch of Service and Component (Check appropriate block)

☐ USN ☐ USNR ☐ USNR-R ☐ USMC ☐ USNR (TAR) ☐ Other (Specify) _____

16. Warfare Qualification(s)

(1) _____ (2) _____ (3) _____ (4) _____

17. Active Duty Service Date _____ (dd/mm/yy)

18. TESTING SCORES (See specific chapters per officer program) (Not required for LDO/CWO)

TEST	SCORES	TEST	SCORES
AFQT		GRE	
VE		GMAT	
AR		P/FOFAR	
SAT/ACT		P/FOBI	
		OAR	
		AQT	

19. PRT INFORMATION Provide the following information for the last three consecutive official PRTs. (For Marine personnel applying for MECF or MSC IPP provide a copy of your PFT record.) (Not required for LDO/CWO)

Date of PRT	Final Score	Overall Score	Run/ Swim	Sit Ups	Push Ups	Height	Weight	Percent Body Fat
		<input type="checkbox"/> O <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> F						
		<input type="checkbox"/> O <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> F						
		<input type="checkbox"/> O <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> F						

PRT Coordinator (Print Name and Rate/Rank)

PRT Coordinator Signature and date

20. DUTY ASSIGNMENT HISTORY (List last 5 commands)

Dates (from/to)	Position (Primary Duty)	Command
PRESENT		

* attach separate sheet if more space is necessary

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

EDUCATION

21. HIGH SCHOOL: (For LDO/CWO attach proof of GED if not a High School Graduate) (Not required for OCS, MECP, and MSC IPP)

a. High School Graduation Date _____ (dd/mm/yy)

b. High School(s) Attended (Name & location):

(1) _____

(2) _____

(3) _____

c. GED Date _____ (dd/mm/yy)

22. COLLEGE: (Attach one certified copy of all college transcript(s))

a. Associate's Degree _____ Date of Degree _____

b. Bachelor's Degree _____ Major _____ Date of Degree _____

c. Number of college credits if Bachelor's Degree is not complete _____

d. Anticipated date of graduation if Bachelor's Degree is not complete _____

e. Graduate Degree _____ Major _____ Date of Degree _____

23. Degree Preference (Not required for OCS, MECP, and LDO/CWO.)

a. Desired Course of Study (Major) _____

b. University Preference(s):

(1) _____

(3) _____

(2) _____

(4) _____

PERSONAL HISTORY

24. Personal Awards (Attach one copy of each award citation)

AWARD	COMMAND (Short Title)	Date Awarded

* attach separate sheet if more space is necessary

25. Service Schools (SMART Transcript is not required for LDO/CWO.)

Name and Location of School Attended	Date of School	Class Standing (if applicable)

* attach separate sheet if more space is necessary

26. Correspondence Courses (Exclude rate required courses.)

Correspondence Course Title	Date Completed

* attach separate sheet if more space is necessary

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

27. Extracurricular Activities

1.
2.
3.
4.
5.

28. Special Abilities: (List all foreign language skills; flying experience, including airframe and hours; computer skills, etc.)

1.
2.
3.

29. Civil/Military Offense(s) (List all incidents except minor offenses that impose a fine of \$300.00 or less, exclusive of court charges) Have you ever been cited, arrested, convicted, or fined for any violation of any law or ordinance? ☐ Yes ☐ No. If yes, give complete description of incident(s). State where and when each incident occurred, the nature of offense(s), and the date and disposition of case(s). (Include NJPs and Courts Martial). **NOTE: FAILURE TO REPORT ANY SUCH INCIDENT MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF ACCEPTANCE INTO A COMMISSIONING PROGRAM.**

Offense(s)	Place of Offense(s)	Disposition of Offense(s)	Date of Disposition(s)

* attach separate sheet if more space is necessary.

30. Drug Use/Alcohol Related Incidents **NOTE: FAILURE TO REPORT ANY SUCH INCIDENT MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF ACCEPTANCE INTO A COMMISSIONING PROGRAM.**

Drug/Alcohol Used	Amount Taken	Frequency of Use	Date Last Used

* attach separate sheet if more space is necessary

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

31. Previous applications/attendance to any commissioning programs

Program	Sponsor Service	Date	Results (Selected but declined position or non-selection)

* attach separate sheet if more space is necessary

PERSONNEL SECURITY INFORMATION. Required for applicants for OCS, MECP, and MSC IPP ONLY. This section MUST be completed by the Command Security Manager. Applications will be returned if this section is not completed. NOTE: If you possess a current background investigation, the Electronic Personal Security Questionnaire (EPSQ) is NOT required. See Chapters 4, 5, and 6 for further guidance.

32. Type of background investigation. ☐ ENTNAC ☐ NAC ☐ OTHER

33. Investigating Agency e.g., DOD, FBI, State Department

Date of Investigation

34. Command Security Manager verification of current ENTNAC or NAC.

Security Manager Name and Rank (Print)

Work Phone

Security Manager Signature and Date

DSN

35. Initial one of the following two blocks: I certify that I ____ am/ ____ am not under BUPERS permanent change of station (PCS) orders. If I am, I further certify that my command has advised BUPERS by message to hold my orders in abeyance, and that I will not transfer prior to final disposition of my application. (For OCS applicants only.)

PRIVACY ACT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; Title 10 United States Code, Section 532, and 2122, 12209, 12241 which prescribes qualifications for appointment in the Armed Forces of the United States, information regarding your educational background, involvement with law enforcement agencies, juvenile, traffic, criminal, or other, including foreign countries, drug usage, physical problems or prior processing, whether for U.S. Navy or branches of the services not withstanding. Executive Order 9397 authorizes the solicitation of the Social Security Number (SSN). Deliberate concealment or false representations may result in disenrollment, and the Uniform Code of Military Justice (UCMJ) Article 83 authorizes a fine and/or imprisonment for fraudulent appointment.

PRINCIPAL PURPOSES: To determine the applicant's eligibility for appointment into the United States Navy. The information provided is **FOR OFFICIAL USE ONLY** and may become a permanent part of your service record and will be maintained and used in strict confidence in accordance with Federal Law and Regulations. The Social Security Number will be used to verify, identify, and locate existing records.

ROUTINE USES: To obtain background information from the application to determine applicant's qualifications for commission and programs leading to commission. If prosecuted by the Federal Government for fraudulent appointment, the collected information may be released to the Department of Justice.

DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U.S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment.

I certify that the above information is correct. (Please note, duplicate applications require original signature.)

Applicant's Signature _____ Date _____

SSN

1. For all applicants, including Nurse Corps, use the space provided to describe the following in detail: (Limit your statement for each section below to between 200 and 250 words)

- Reason for applying for a commission
- Personal and professional goals
- Strengths/personal characteristics you possess which will contribute to success in the program(s) to which you are applying. Address any other relevant information or substantial accomplishments not already covered.

2. Discuss what the Navy's Core Values (Honor, Courage, Commitment) mean to you and how you think they will apply to you as an officer in the U.S. Navy.

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

PERSONAL STATEMENTS (Cont.)

3. Address any waiver requests, for example age, education, Time in Service, Time in Grade, requirements, etc. (If applicable)

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

COMMANDING OFFICER'S RECOMMENDATION

Commanding Officer Name

Command

Street Address

City

State

Zip

Work Phone

DSN

FAX

Please evaluate the candidate in the following areas:

TRAITS	OUTSTANDING	EXCELLENT	GOOD	SATISFACTORY	UNSATISFACTORY
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical/Rating Knowledge (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officer Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the candidate meet all physical requirements? ☐ Yes ☐ NoIs the candidate world wide assignable? ☐ Yes ☐ No

Is the candidate under BUPERS PCS orders? ☐ Yes ☐ No. If yes, I certify that my command has advised BUPERS by message to hold orders in abeyance, and that I will not transfer the member prior to final disposition of application.

Member ranked ____ out of ____ current applicants for the same program from my command.

Remarks. Please provide in the space on the next page your personal recommendation and certification that the applicant meets eligibility requirements for the programs for which he/she is applying. Also provide amplifying information which would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. (For LDO/CWO applicants only: Address qualifications for each designator listed in application. No "By direction" signatures will be accepted.)

COMMANDING OFFICERS RECOMMENDATION

(For OCS candidate(s), include date available for transfer. I further certify that the member is not under orders, or if under orders that I have complied with direction not to transfer member until final disposition of applicant package.) By your signature you are certifying that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed. **Please note duplicate applications require original signature.**

Signature _____
OPNAV 1420/1 (Rev. 07-02)

Date _____
Page 10 of 14

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI) _____

Rate/Rank _____

SSN _____

REQUEST FOR HIGH SCHOOL TRANSCRIPT

PRINT NAME IN FULL (Last, First, Middle) _____

BIRTHDATE _____

SOCIAL SECURITY NUMBER _____

GRADUATION YEAR _____

NUMBER OF TRANSCRIPTS REQUESTED _____

Send transcript to: (Address) _____

Check or Money Order enclosed \$ _____

I authorize release of my high school transcript.

SIGNATURE _____

DATE _____

(TO BE COMPLETED BY SCHOOL OFFICIAL!)

Instructions: The student named above is applying for an officer program in the U.S. Navy. Please complete, as accurately as possible, this part of the form. The Scholarship Selection Board uses a transcript of grades in reviewing an applicant's record.

1. In addition to courses taken (or in progress) and grades received, it is essential that the transcript reflect rank in class along with the most complete academic record to include test results such as NMSQT, CEEB'S, ACT'S, and other national examinations.

2. Important! Please submit this information immediately.

3. Return completed form and transcript signed or stamped by a high school official to the activity indicated above. (Also, include a profile of the graduating class, if possible.)

Candidates Cumulative GPA: _____ GPA Scale: _____ Rank in Class: _____

Percentage of Graduating Class expected to enter: 4 YR College _____

2 YR College _____

School ETS Code: _____

Did this student take any:

Honor Courses		Accelerated Courses		Advance Placement Courses		Not Available	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Are all Honor, accelerated, and advance placement courses given extra credit in computing:
Ranking in Class ☐ Yes ☐ No

Grade Averages ☐ Yes ☐ No

Is applicant from a minority group or disadvantaged background: ☐ Yes ☐ No.

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

HIGH SCHOOL TRANSCRIPT CONTINUESIf yes, which: ☐ Minority☐ Disadvantaged (specify in comment area)

Official Name of School _____

Street Address _____

City _____ State & Zip _____ School Telephone _____

Ranking Period (Month & Year): _____

Indicate how grade point average and rank were determined if profile not available.

If rank is not available, please check placement percentile below:

Top ☐ 5% ☐ 10% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ Lower 50%

Comments: (Additional information, which may be significant in considering the applicant.)

Date

Title

Signature

Print Name

FOR OFFICIAL USE ONLY (When filled in)

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

REQUEST FOR COLLEGE TRANSCRIPT**To be completed by applicant**

Name of University/College _____

Street Address _____

City _____

State _____

Zip Code _____

Name on transcript _____

Dates attended _____

Year of graduation _____

Degree: (college only) _____

Number of transcripts requested _____

Check or money order enclosed \$ _____

Send transcript to:

_____	_____
_____	_____
_____	_____

Signature:

Date:

SEND THIS FORM ALONG WITH APPROPRIATE MONEY ORDER OR CHECK TO THE UNIVERSITY OR COLLEGE.

Applicant's Name (Last, First, MI)

Rate/Rank

SSN

FINANCIAL STATEMENT FOR OCS

****** If yes to questions 1 through 6, please ensure you provide the **MONTH, YEAR, TYPE OF ACTION, AMOUNT, NAME ACTION OCCURRED UNDER, NAME AND ADDRESS OF COURT OR AGENCY HANDLING CASE, STATE, ZIP CODE.**

1. In the last 7 years, have you filed a petition under any chapter of the bankruptcy code? ☐ Yes ☐ No

2. In the last 7 years, have your wages been garnished? ☐ Yes ☐ No

3. In the last 7 years, has any of your property been repossessed? ☐ Yes ☐ No

4. In the last 7 years, has a lien been placed against your property for failing to pay taxes or other debts? ☐ Yes ☐ No

5. In the last 7 years, have all judgments against you been paid in full?
☐ Yes ☐ No. If no, indicate payment plan and last projected payment.

6. In the last 7 years, have you been over 180 days delinquent on any debt(s)?
☐ Yes ☐ No

Are you currently over 90 days delinquent on any debt(s)? ☐ Yes ☐ No

If yes to either provide: Date debt incurred (mm/yy), date satisfied (mm/yy), amount, type of loan or obligation and account number, name and address of creditor or obligee, include state and zip.

(See information on next page before completing) **TYPE OR PRINT LEGIBLY**

INFORMATION FOR COMPLETING INTERVIEWER'S APPRISAL SHEET

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine potential as a commissioned officer and motivation toward service in the Navy.
2. The interview should take a minimum of 15 minutes. A period of 15-30 minutes is usually adequate, although more time may be necessary on occasion.
3. Discussion topics should draw out the applicant. Suggested topics include: Navy programs, service life, school experience, personal interest, goals in life, current events, sports, family attitude toward application, and any others suggested by a review of the application file.
4. Marking is difficult. Your judgments forms an important part of each applicant's file, and usually represent the only personal contact with the applicant reported by an official of the Navy. Be fair and impartial, neither too easy nor too hard on the applicant. Mark only on what you have observed personally, not on the opinions or comments of others.
5. No marks should be put on this form until the interview has been completed.
6. If it appears that the space for comments will not be sufficient, phrases may be used rather than complete sentences.
7. Below is a checklist of characteristics which interviewing officer can observe of adjectives which can be used to describe these characteristics in applicants. This is meant only to assist the interviewer in preparing for the interview and in making a written evaluation after the interview. It is not intended to be all-inclusive.

Characteristics/Descriptive Adjectives:

BEARING

Good posture
Slouch
Forceful
Apathetic
Casual
Formal

GROOMING

Careless
Neat
Clean
Unclean
Well-dressed
Inappropriately dressed

COMPOSURE

Poised
Awkward
Relaxed
Nervous
Confident
Insecure

ATTITUDE

Sincere
Flippant
Enthusiastic
Indifferent
Cooperative
Uncooperative
Contentious
Pleasant
Forthright
Secretive
Arrogant
Modest

ORAL EXPRESSION

Articulate
Inarticulate
Responsive
Unresponsive
Taciturn
Loquacious

GENERAL IMPRESSION

Impressive
Unimpressive
Dull
Interesting
Mature
Immature

VOICE QUALITY

Strident
Soft spoken
Speaks clearly
Inaudible

2 May 2003

Chapter 3**U.S. NAVAL ACADEMY (USNA) AND NAVAL ACADEMY PREPARATORY SCHOOL
(NAPS)**

1. Purpose. This chapter has been revised to incorporate current policy and should be reviewed in its entirety. Also, please refer to the NAVADMIN that the USNA releases each year announcing application deadlines.

2. Summary of Changes

a. Enlisted members who apply to the U.S. Naval Academy and are not selected for direct entry are automatically considered for entrance into NAPS. To be considered for NAPS, applicants should not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.

b. All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. Fleet applicants MUST apply for a SECNAV nomination. Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, and have maintained efficiency in drill attendance with their Reserve unit. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota.

c. Detailed nomination procedures and sample formats for each nomination category are provided in the Naval Academy catalog, or on the Naval Academy's web page at www.usna.edu. Catalogs can be obtained by contacting the Naval Academy Admissions Office at:

U.S. Naval Academy
Admissions Office
117 Decatur Road
Annapolis, MD 21402
(410) 293-4361/DSN 281

d. Admission applications can be completed via the Naval Academy web page at www.usna.edu/Admissions/pre-application, or by requesting a questionnaire through the mail by calling the Fleet Coordinator at (410) 293-1840/DSN 281. Once named an official candidate, the applicant will receive a complete candidate application packet through the mail.

Enclosure (1)

2 May 2003

3. Reference

(a) U.S. Naval Academy Catalog

4. Program Information

a. The U.S. Naval Academy is a 4-year military college that offers an outstanding opportunity for qualified young persons to embark on careers as officers in the Navy or Marine Corps after obtaining a Bachelor of Science degree. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room and board. Candidates report to the Naval Academy usually in late June or early July for Plebe Summer. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is 5 years active duty and 3 years Reserve upon initial appointment.

b. The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training at the Naval Academy. NAPS students are on active duty enlisted status in the U.S. Navy. The school convenes in July of each year and runs through May of the following year. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in late June or early July with the incoming class.

c. Any enlisted man or woman in the Navy or Marine Corps, or the Naval or Marine Corps Reserve on active duty may apply. In addition, enlisted members who apply to the Naval Academy and are not selected for direct entry are automatically considered for entrance into NAPS. To be considered for NAPS, applicants should not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.

5. Eligibility Requirements For Admission

a. U.S. citizenship is required. This cannot be waived.

b. At least 17 years of age and must not have passed their 23rd birthday on 1 July of the year entering the Naval Academy. This is a statutory requirement and cannot be waived.

c. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors

2 May 2003

(except minor traffic violations) during the 3 years preceding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.

d. Unmarried, not pregnant, and have no incurred obligations of parenthood.

e. Applicants must be physically qualified and in excellent health and physical fitness as determined by a medical examination administered by the Department of the Defense Medical Examination Review Board (DODMERB). DODMERB will schedule the service academy qualifying medical examination and will contact the applicant by mail. In most cases, the medical exam will be done at the service member's local medical facility with the assistance of DODMERB. Applicants must meet the following criteria:

(1) Have normal visual acuity of 20/20 in each eye. Waivers are granted to many candidates with some degree of defective visual acuity provided the vision can be corrected to 20/20 in each eye with conventional (spectacle) lenses in which the refractive power does not exceed ± 6.0 diopters in any meridian and the astigmatism is not more than 3.0 diopters.

(2) Have normal color perception as determined by the Farnsworth Lantern test.

(3) If applicants have any tattoos, brands or pierced body parts (with the exception of a single earring perforation in each earlobe for women), these must not be visible when wearing regulation Physical Education gear (gym clothes). Any tattoos or brands that are prejudicial to good order and discipline, offensive, or are of a nature to bring discredit to the Naval Service are prohibited regardless of location.

f. All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. **Fleet applicants MUST apply for a SECNAV nomination.** Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, and have maintained efficiency in drill attendance with their Reserve unit. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota. Detailed nomination procedures and sample formats for each nomination category are provided in the Naval Academy catalog, or on the Naval Academy's web page at

Enclosure (1)

2 May 2003

www.usna.edu. Catalogs can be obtained by contacting the Naval Academy Admissions Office at:

U.S. Naval Academy
Admissions Office
117 Decatur Road
Annapolis, MD 21402
(410)293-4361/DSN 281

g. Scholastically qualified as determined by the Naval Academy based upon:

(1) An acceptable secondary school transcript with college preparatory subjects and grades indicating college capability and a class standing normally in the top 40 percent in high school. To be competitive, applicants should have completed 4 years of math, (including a strong foundation in geometry, algebra and trigonometry), 4 years of English, and 1 year of chemistry. Additionally, physics, history, and 2 years of a foreign language are strongly recommended. Courses in pre-calculus or calculus are also very valuable and encouraged.

(2) Acceptable score(s) on the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) Program Test. These tests must be no more than 2 years old upon applying for the Naval Academy. To increase competitiveness these tests should be taken within 1 year. **To be considered for a Secretary of the Navy nomination, a candidate should obtain an SAT score of 550 Math and 500 Verbal, or ACT scores of 24 Math and 22 English.** These scores are not competitive for entrance into the Naval Academy, but may place a candidate in contention for NAPS based on a "whole person" assessment. Tests may be taken more than once, and the highest scores in each category on either test will be accepted.

(3) Applicants who are close to these levels or have questions about academic qualification are strongly encouraged to contact the Fleet Coordinator at the Naval Academy Admissions Office at (410) 293-1840/DSN 281.

h. Recommended in writing by his/her commanding officer.

6. Application Submission Procedures and Deadlines

a. Apply for admission by filling out a Preliminary Application. This can either be done via the Naval Academy web page at: www.usna.edu/Admissions/pre-application, or by requesting a questionnaire through the mail by calling the Fleet

2 May 2003

Coordinator at (410) 293-1840/DSN 281. Also, refer to the annual NAVADMIN that the USNA releases detailing application deadlines and procedures. Once named an official candidate, the applicant will receive a complete candidate application packet through the mail. To ensure the candidate packet is received by the applicant in a timely manner, a complete mailing address where the applicant is currently stationed should be provided on the Preliminary Application. The earlier an applicant applies the better; therefore forms should be completed and returned to the Academy as soon as possible. **Candidate packets should be completed by 1 March of the year for which the service member is applying for entry.**

b. Submit an application request for a Secretary of the Navy (SECNAV) nomination via the chain of command to the commanding officer for endorsement and recommendation. **(Format provided in Appendix A-2 and A-3). SECNAV nomination requests must be received by the Academy's Admissions Office no later than 31 January of the year in which the applicant desires admission.**

c. Submit official SAT or ACT test scores to USNA. If a test was not taken, applicants must register and pay for SAT or ACT tests, and request that the results be sent to the Naval Academy. (**See note below) Use code 5809 for the SAT and code 1742 for ACT. Applicants are encouraged to take one or both of these examinations at the earliest opportunity, and may take the exams more than once. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board
Code 592
Princeton, NJ 08540
www.collegeboard.org

ACT: The American College Testing Program
Box 414
Iowa City, IA 52240
www.act.org

The Naval Academy will not accept SAT test scores from tests taken after January, and ACT tests scores from tests taken after February of the year for which the service member desires admission to the Naval Academy. If an applicant has taken the SAT and/or the ACT, but did not indicate at the time of registration for the test scores to be forwarded to the Naval Academy, the applicant should contact the appropriate testing agency and request that the scores be forwarded. It is the

Enclosure (1)

2 May 2003

service member's responsibility to ensure that official scores are forwarded to the Naval Academy.

***At some military facilities, the SAT or ACT is offered through the Educational Services Office - service members are encouraged to check with their command for this opportunity.

7. Specific Information and Guidance for Commanding Officers

a. Upon receipt of a Secretary of the Navy nomination request letter, the commanding officer will interview the applicant personally according to the following guidance:

(1) Ensure the applicant has a thorough understanding of the military, academic and physical rigors of the Naval Academy, and that he/she understands and appreciates the demands of the career upon which he/she is embarking.

(2) Close personal interest and attention to the applicant's military appearance, leadership potential, professional performance, attitude and character as well as basic eligibility requirements are a must.

(3) Dedication, enthusiasm and motivation are equally important as scholarship in assuring success in the Naval Academy or NAPS program.

(4) Consider all information available about the applicant in addition to the information obtained from the interview.

b. Ensure only the best are selected for the program, evaluating the member's military performance, suitability for the program, and potential as a commissioned officer. While it is necessary to identify an unlikely prospect, it is just as important that an applicant's academic record in high school or college is not screened by the command to determine suitability for admission. **The Naval Academy's Admissions Board will remain the final authority on whether a member meets the academic requirements based on a "whole person assessment".**

c. Provide an endorsement to the applicant's letter. **(Sample format provided in Appendix A-4).** Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

d. In those instances in which the deployed status of a ship, squadron or Marine unit makes communications by letter

2 May 2003

impractical, commanding officers may submit a message (sample format in Appendix A-5) in lieu of Appendix A-2 and A-4.

e. Ensure that an original and one copy of the SECNAV application and endorsement are properly prepared and forwarded to:

Superintendent
U.S. Naval Academy
Nominations and Appointments Office
117 Decatur Road
Annapolis, MD 21402-5019

f. The Naval Academy will advise those selected for direct appointment usually by May; those selected for the Naval Academy Preparatory School will usually be notified by June.

8. Administrative Information

a. Change of address

(1) Applicants must notify the Fleet Coordinator of any change in mailing address and/or receipt of transfer orders prior to receipt of offer of appointment to the Naval Academy (normally issued about 15 April).

b. Service Obligation

(1) Service members offered an appointment must have a minimum of 24 months of active obligated service, as of 1 July of the entering year. Candidates who are selected for admission to NAPS must have a minimum of 24 months obligated service as of 1 July of the year that they will enter the Preparatory School. NAPS graduates who are appointed to the Naval Academy must have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the Naval Academy. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Appointment to the U.S. Naval Academy" or "Assignment to the Naval Academy Preparatory School" as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon such appointment this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) Former Fleet Sailors that disenroll from the Naval Academy/NAPS for reasons other than acceptance of a commission or a physical disability will revert to the enlisted status held

Enclosure (1)

2 May 2003

immediately prior to entry to the Naval Academy/NAPS. Enlisted members will be required to complete the period of service for which they originally enlisted, and for which they have an obligation (any extension or reenlistment). Time served as a midshipman (Naval Academy) or midshipman candidate (NAPS) will be counted as time served under the original enlistment or period of obligated service.

(3) Midshipmen who are separated or whose resignations are accepted after the start of the junior year, but before completing the course of instruction, may be transferred to the Reserve component in an enlisted status and ordered to active duty for not less than 2 years, but no more than 4 years.

(4) Midshipmen who complete the course of instruction and decline to accept an appointment as a commissioned officer may be transferred to the Reserve component in an enlisted status and ordered to active duty for 4 years.

(5) Naval Academy graduates, upon appointment, are required to serve on active duty for a minimum of 5 years active and 3 years Reserve.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station to the Naval Academy or NAPS. A service member wishing to withdraw should decline transfer orders and notify the Naval Academy Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Commanding officers shall immediately inform the Dean of Admissions, U.S. Naval Academy and recommend rescinding the appointment if the member's performance declines significantly or if the member is alleged to have violated the UCMJ.

d. Transfer Policy

(1) Candidates for the Naval Academy/NAPS receiving Permanent Change of Station orders, for execution subsequent to applying for this program, **should not be transferred until officially notified of selection or non-selection to the Naval Academy or NAPS.** If a transfer directive is received, commanding officers shall notify the orders originating authority that the individual has applied for appointment to the Naval Academy and that orders be held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer shall notify the orders originator that the individual

2 May 2003

has been selected and that orders be canceled. If the applicant is not selected, the command shall transfer the individual and notify the orders originator that the orders have been executed. Any questions regarding this policy should be directed to the Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Transfer directives will be issued by the Chief of Naval Personnel. Commanding officers shall ensure that no person ordered to the Naval Academy or NAPS is transferred without the required obligated service. Transfer directives are normally issued in June, ordering candidates to report to the Naval Academy the last week in June or to NAPS, in July.

(3) A positive leave balance, upon entering NAPS, is strongly encouraged in order to permit leave at Christmas.

(4) Each candidate must remit approximately \$2,500, upon admission to the Naval Academy, as an entry deposit, which is applied to the initial uniform issue. It is strongly recommended that no advance pay be authorized for the candidate incident to transfer to the Naval Academy or NAPS.

e. Advancement in Rating for NAPS Students

(1) NAPS students are not able to fulfill the requirements for advancement in rating while they are enrolled because of the school's stringent academic requirements; however, if they meet all requirements for advancement prior to arrival at NAPS, they will be permitted to take the advancement in rate examinations.

(2) Service members may be advanced once they complete eligibility requirements. Personnel Advancement Requirements (PAR) may be waived by the commanding officer.

9. Inquiries. Information and questions should be addressed to:

U.S. Naval Academy
Candidate Guidance Office
Attn: Fleet/NAPS Coordinator
117 Decatur Road
Annapolis, MD 21402-5018
Phone: (410) 293-1840/DSN 281

Enclosure (1)

2 May 2003

Chapter 4
OFFICER CANDIDATE SCHOOL (OCS) PROGRAM

1. Purpose. This chapter has been revised to incorporate current policy and should be reviewed in its entirety.

2. Summary of Changes

a. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades.

b. Designator change from Aerospace Engineering Duty Officer to Aerospace Maintenance Duty Officer (152X).

c. Aviation applicants must complete flight physical examinations by a naval activity having a flight surgeon attached.

d. Uncorrected vision requirement is 20/40 vice 20/30.

e. Defective color vision is NOT disqualifying for CEC, Supply, AMDO, INTEL, or Cryptology.

f. Pilot (131X) (Maritime and Rotary Wing Communities) obligation is 8 years upon community designation.

g. Officer candidates must meet two consecutive "good-low" final PRT scores for entry into the program.

h. Prospective officer candidates must certify that their command has advised BUPERS by message to hold transfer orders in abeyance, and that he/she will not transfer prior to final disposition of the application by Commander, Navy Recruiting Command.

3. Program Information

a. Officer Candidate School (OCS) is an initial commissioning program for individuals possessing a minimum of a baccalaureate degree from an accredited institution. Applicants for OCS may request designation, depending upon individual qualifications, from available community designators within the Unrestricted Line, Restricted Line and selected Staff Corps designators. OCS is a 13-week program of intensive officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida. The 13-week OCS course has been designed by Navy

2 May 2003

officers and educators to give an individual a basic knowledge of the high-tech naval establishment afloat and ashore and to prepare those individuals to assume the responsibilities of a naval officer and begin developing to their full potential.

b. This course is designed to prepare members to become commissioned officers by providing basic knowledge of the naval profession and its related military, academic and nautical subjects. It will provide moral, mental and physical development, and instill the highest ideals of duty, honor, and loyalty. Members will receive specialized follow-on training after OCS to further prepare members for their initial Fleet assignment. The training candidates receive during the 13-week course is divided into 13 units of instruction: Naval History, Naval Orientation, Seamanship, Navigation, Damage Control, Engineering, Military Law, Administration, Military Training, Physical Fitness, Navy 3rd Class Swim Course, Naval Leadership and Special Emphasis Programs.

c. Enlisted applicants selected for the program, who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensign, U.S. Naval Reserve and incur a minimum active duty obligation of 4 years. Certain designators incur greater minimum active duty obligation because of follow-on training required for that designator. Appendix H provides a general description about each officer designator.

4. Eligibility Requirements

a. U.S. citizenship is required and cannot be waived.

b. Age requirements. All applicants must be at least 19 years old and meet the following designator specific age limitations. (Note - all ages based upon date of commissioning i.e., completion of OCS):

2 May 2003

Designator	Must be Commissioned Prior to Reaching Age	Waivers for Prior Enlisted Service
SWO (1165)	29	Up to 2 years
SPECWAR (1185), SPECOPS (1195)	29	Up to age 35
SWO (N) (1165), Submarine (1175)	26 ½	Up to age 29 ½
NFO (1375)	30	Up to age 32
Pilot (1395)	27	Up to age 31
Restricted Line and Staff Corps	Prior to turning 35	No waivers (<i>Title 10</i>)

(1) For Surface Warfare (1165), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 29th birthday. Waivers may be considered up to the 31st birthday.

(2) For Special Warfare (1185), and Special Operations (1195), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 29th birthday. Waivers may be considered up to the 35th birthday.

(3) For Surface Warfare (Nuclear) (1165) and Submarine (1175), be at least 19 years of age and be able to complete OCS and be commissioned prior to reaching 26 1/2 years of age. Waivers may be considered up to age 29 1/2.

(4) For Naval Flight Officer (1375), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 30th birthday. Waivers may be considered up to age 32.

(5) For Pilots (1395), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 27th birthday. Waivers may be considered up to the 31st birthday.

(6) For Restricted Line and Staff designators, be at least 19 years of age and be able to complete OCS and be commissioned prior to the 35th birthday. Waivers will not be considered. Commissioning prior to the 35th birthday is a Title 10 requirement.

2 May 2003

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, have no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. Any substantiated drug use or alcohol incidents will result in disqualification.

d. Education. Applicants must possess a baccalaureate degree or higher from an accredited institution, in a field of study or major which satisfies requirements for the specific designator desired. The following degree requirements are required for specific designators:

(1) For all Unrestricted Line designators any technical or non-technical degree from an accredited institution will qualify.

(2) For Submarine and Surface Warfare (Nuclear), in addition to a baccalaureate degree or higher, applicants must have completed the following:

(a) One year, i.e., two semesters, two trimesters or three quarters of college calculus through differential and integral calculus of one real variable with a "B" average or better (a "C" average or better if the applicant's degree is in physics, math or engineering).

(b) One year, i.e., two semesters, two trimesters or three quarters of basic college physics (calculus based) covering the classic fundamentals of mechanics, magnetism and electricity with a "B" average or better (a "C" average or better if the applicant's degree is in physics, math or engineering).

(c) Candidates who have completed these requirements through advanced placement high school courses and have been allowed to validate these courses by their college and have taken additional courses in college beyond the minimum requirements are considered to have met these eligibility requirements.

(3) For Special Warfare and Special Operations Officer, applicants must have baccalaureate degrees. Educational and/or professional experience in mathematics,

Enclosure (1)

2 May 2003

electronics, computer technology, physics, or engineering is desired. Prior experience in diving is also desirable.

(4) For Restricted Line and Staff Corps designators, the following requirements apply for the designators specified:

(a) Cryptology (164X). Applicants must have baccalaureate degrees. Educational and/or professional experience in mathematics, foreign languages, computer technology, physics, electronics or engineering is desired. Prior experience with the Naval Security Group is also desirable.

(b) Intelligence (163X). A baccalaureate degree in engineering, computer science, physical or natural science, government, modern history, political science, international relations or other field related to intelligence is preferred. Regardless of major, candidates should have a strong background in mathematics and physics. Experience in Naval Intelligence is also preferred.

(c) Oceanography (180X). A minimum of a baccalaureate degree in meteorology or physical oceanography or a comparable degree in mathematics, physics, geophysics, or engineering with at least 30 semester hours of courses in meteorology and/or oceanography is preferred. College graduates with civilian or military experience in meteorology, oceanography or hydrography who do not meet the educational requirements will be considered on an individual basis. Academic background and grade point average should meet entry requirements for graduate level education programs.

(d) Aerospace Maintenance Duty Officer (Aviation Maintenance) (152X). Applicants with baccalaureate degrees in math or physics are desired. Completion of calculus is highly desired, but proven academic performance on the technical side will be considered.

(e) Supply Corps (310X). A baccalaureate degree in Economics or a business-related field such as Accounting, Business Administration or Finance is desired. Experience in Business or Finance is also preferred.

(f) Civil Engineer Corps (510X). Applicants for the Civil Engineer Corps must have a baccalaureate degree

2 May 2003

or higher in engineering from among those accredited colleges listed by the Accreditation Board for Engineering and Technology (ABET). Preferred engineering fields of study are civil, mechanical, or electrical. Architectural degrees are also desirable and must be accredited by the National Architectural Accrediting Board (NAAB). Applicants possessing other engineering degrees may be considered on an individual basis.

e. Applicants must meet specific program qualifications and aptitude scores. All applicants for the OCS program must take the Officer Aptitude Rating (OAR) examination. There is no minimum score; however, programs are highly competitive. OAR scores below 35 are generally not competitive. For the INTEL Community, the minimum OAR score is 45. The following are additional requirements for the designators specified:

(1) Naval Flight Officer (137X), Pilot (139X), and Aerospace Maintenance Duty Officer (152X) applicants must take the Aviation Selection Test Battery (ASTB). The test consists of these sub-tests: Math/Verbal (MVT), Mechanical Comprehension Test (MCT), Spatial Apperception (SAT), and Aviation/Nautical Information (ANT). These tests combine to give an Aviation Qualification Rating (AQR). The test scores are combined and weighted to produce a pilot flight aptitude rating (PFAR) and flight officer aptitude rating (FOFAR). The following minimum scores are the criteria for submitting applications for aviation:

	AQR	PFAR/FOFAR*
Pilot	3	4
NFO	3	4
AMDO	3	0

*As applicable, i.e., use PFAR for Pilot and FOFAR for NFO.

f. Physical Qualifications. Applicants must be physically qualified for appointment in the Unrestricted Line, Restricted Line, or Staff Corps and of excellent health and physical fitness. Applicants must notify Commander, Navy Recruiting Command (Code 31) of any significant changes to physical status; e.g., broken bones, surgery, pregnancy, etc., which occur after the physical examination is completed. Most common disqualifying conditions for URL include: defective color vision,

2 May 2003

eyesight uncorrectable to 20/20 (near and far), and applicants out of height, weight, and body fat standards. Most common disqualifying conditions for the RL and SC include: excessive refractive error, and applicants out of height, weight and body fat standards. Applicants must meet physical height, weight, and body fat standards at time of application, including performance at "good-low" on two consecutive PRT scores. Applicants must meet the following physical qualifications specified by designator:

(1) For Surface Warfare (1165), Surface Warfare (Nuclear), and Submarine (1175), applicants must meet the minimum qualifications for commissioning in the Unrestricted Line.

(2) For Special Warfare (1185) and Special Operations (1195), applicants must meet the minimum qualifications for commissioning in the Unrestricted Line. Applicants must also be able to pass a special warfare physical fitness test consisting of a 1.5 mile run, a 500-yard swim test, pushups, sit-ups, and pull-ups. There are no minimum scores, but the following scores are considered competitive:

	Combined Swim and Run Time	Pushups	Sit-ups	Pull-ups
Special Warfare	17 mins or less	100	100	20
Special Operations	19 mins or less	75	75	15

(3) For Naval Flight Officer (1375), applicants must be physically qualified and aeronautically adapted for duty involving flying as Naval Flight Officers. They must also qualify under the Anthropometric Classification System.

(4) For Pilot (1395), applicants must have at least 20/40 uncorrected vision correctable to 20/20, normal color and depth perception. They must also qualify under the Anthropometric Classification System.

(5) For Restricted Line and Staff Corps applicants must meet the minimum qualifications for commissioning in the Restricted Line or Staff Corps.

g. Marital status/number of dependents. No restrictions. Single parents or applicants who are married

2 May 2003

to a service member and have dependents must submit a statement of dependent care indicating arrangements for care of their dependents during training and other periods of absence.

h. The Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with Department of the Navy Central Adjudication Facility (DONCAF). Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

i. Commanding Officer. Applicants must be recommended by their commanding officers.

3. Application Submission Procedures and Deadlines.

a. Applicants must fill out the Officer Programs Application form contained in Chapter 2 of this manual and submit it via their chain of command to the Commander, Navy Recruiting Command.

b. There is no specific deadline for applications as selections are made on a continuous basis throughout the year except for Public Affairs Officer (PAO). PAO selections are held annually and packages are typically received between July 1 and Aug 31 as specified by the NAVADMIN message. Application processing and review will normally take 4 to 6 weeks. Applicants will be formally notified in writing, of their selection or non-selection via their chain of command. Due to the age limitations, applicants are strongly encouraged to submit applications as soon as eligible.

4. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

Enclosure (1)

2 May 2003

b. Forward applications to:

Commander, Navy Recruiting Command
NSA Mid South, BLDG 784
Code 31
5722 Integrity Drive
Millington, TN 38054-5057

5. Information and Guidance for Applicant Interviews

a. A minimum of three officer interviews is required. Interview the applicant personally following the guidance on the back of the NAVCRUIT 1100/13 (Interviewer's Appraisal Sheet) in the Officer Programs Application (Chapter 2).

b. Interviews can be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be in pay grades 0-3 and above if possible, and only one of the interviewing officers can be in the applicant's immediate chain of command. At least one interviewer should be in the designator for which the applicant is applying.

6. Medical Examination Information. Applicants are required to complete a full physical when applying for program. Include the Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) with the application. The following must be included with the Physical Examination document:

a. Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

b. Results of a current EKG with doctor's interpretation.

c. Height and weight or a determination of body fat percentage if member exceeds height/weight.

d. An eye refraction for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20 for all unrestricted line programs.

e. A Farnsworth Lantern test (no exceptions) must be administered to determine color vision. Defective color vision is disqualifying for the URL. No waivers will be

2 May 2003

considered. Defective color vision is not disqualifying for CEC, Supply, AMDO, INTEL, or Cryptology.

f. Depth perception tests are required for Pilot applications.

g. Intraocular Tension must be completed.

h. All female applicants must have Papanicolaou's Stain (PAP) and Human Chorionic Gonadotropin (HCG) pregnancy test documented.

i. Regardless of date of physical exam, selectees will be required to have an HIV test within 1 year upon application for the program. Record of HIV test results must be included with the Physical Examination document.

j. In accordance with the Manual of the Medical Department, Chapter 15, for Special Warfare Officers (in Training)-1185 and Special Operations Officers (in Training)-1195, the Bureau of Medical and Surgery (MED 21) must review the Report of Medical Exam (SF 88) indicating in block 77 qualifications for diving duty and/or combat swimmer and stamped by MED 21 that the package is Physically Qualified (PQ) for diving and/or combat swimmer duty.

k. For aviation program applicants, the physical must contain anthropometric measurements, and a standard flight physical eye surgery statement.

7. Administrative Information

a. Change of address. Applicants must notify the Commander, Navy Recruiting Command (Code 31) in writing of any change in mailing address.

b. Service Obligation

(1) Applicants for OCS programs must have at least 6 months of obligated service remaining on current enlistment upon receipt of orders to OCS. Selectees having less than the required minimum time remaining are authorized to extend their enlistments up to 12 months utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Training (OCS)". The following statement of understanding should be included

Enclosure (1)

2 May 2003

with the reason for extension of enlistment: "I understand that upon selection for Officer Candidate School, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN." Voluntary extensions are not authorized if the aggregate of all extensions during the current enlistment exceeds 48 months. In these cases, the individual must reenlist. Orders will be issued contingent upon extension of enlistment when applicant does not have the required amount of obligated service before transfer. The Commander, Navy Recruiting Command (Code 31) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify.

(2) An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs are not required to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) If disenrolled from OCS, or if officer candidates decline to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining of their current obligation.

(4) Upon graduation from OCS and initial appointment, officers are required to serve the following minimum period of active service:

Community/Designator	Active Duty Obligation
Surface Warfare (Conventional) (111X), Special Warfare (113X), Special Operations (114X)	4 years upon commissioning
Surface (Nuclear) (111X) and Submarine (112X)	5 years upon commissioning
Pilot (131X) (Maritime, Rotary Wing, or Jet Communities)	8 years upon community designation
NFO (132X)	6 years upon community designation
Restricted Line and Staff Corps	4 years upon commissioning

2 May 2003

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify the Commander, Navy Recruiting Command (Code 31) (see paragraph 8 for address and phone number).

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectee's transfer, the commanding officer shall immediately inform the Commander, Navy Recruiting Command (Code 31) and make a recommendation if the situation warrants revoking his/her selection for the program.

d. Transfer Policy

(1) Applicants for OCS receiving permanent change of station orders for execution subsequent to applying for this program should not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for the OCS Program and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer should notify the order originator that the individual has been selected and that orders should be canceled. If the applicant is not selected, the command should transfer the individual and notify the orders originator that the orders have been executed.

(2) Transfer directives will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to OCS is transferred without the required obligated service.

8. Inquiries. Information and questions concerning OCS should be addressed to:

Commander, Navy Recruiting Command
NSA Mid South, BLDG 784
Code 31
5722 Integrity Drive
Millington, TN 38054-5057
(901) 874-9225/DSN 882

Enclosure (1)

Chapter 5
MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

1. This chapter has been completely revised and should be reviewed in its entirety. Also, refer to the NAVADMIN released each year concerning application procedures and deadlines.

2. References

- (a) OPNAVINST 6110.1G
- (b) SECNAVINST 1120.6C
- (c) SECNAVINST 1920.6B
- (d) Manual of the Medical Department

3. Program Information

a. The Medical Enlisted Commissioning Program (MECP) is a Nurse Corps commissioning program specifically intended to provide an advancement pathway to a commissioned status in the Nurse Corps, U.S. Naval Reserve, on the active duty list. It is not to serve as a precursor to medical school (i.e. Uniformed Services University of Health Sciences), nor for academic programs leading to certification or licensure as a physical therapist, physician assistant, or other health care specialty. MECP provides outstanding career-motivated enlisted personnel of all ratings, who have previously attained a minimum of 30 transferable college credits, the opportunity to complete the requirements for a Bachelor of Science in Nursing (BSN) degree, and ultimately a commission in the Nurse Corps. Once the degree is completed, students are required to pass a State licensing exam to practice as a professional registered nurse.

b. MECP is available to members serving on active duty as enlisted personnel in any rating of the Regular Navy or Naval Reserve, (including the Training and Administration of the Reserve [TAR] Program), or the Marine Corps or Marine Corps Reserve (including Active Reserve (AR) Program). Reserves on Active Duty for Special Work (ADSW) or One, Two, or Three-Year Recalls and Canvasser Recruiters are not eligible for the program.

c. Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. Long distance learning programs are not acceptable. When possible, the college or university must be within 50 miles of a naval activity to which the participant will be ordered, for administrative purposes, on a Permanent Change of

Enclosure (1)

07 Jun 04

Station (PCS) basis. The naval activity may be a Naval Reserve Center or other naval command.

d. MECP students receive full pay and allowances for their enlisted paygrade and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in MECP. Navy-sponsored tuition assistance may not be used to pay for tuition but selectees may seek financial assistance from other sources including those identified later in this chapter.

e. Selectees are required to complete the requirements for a baccalaureate degree in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis, beginning in the Fall semester following selection. Advanced academic standing may be granted at the discretion of the individual school; however, candidates must then complete the degree requirements in a proportionately reduced period of time.

f. Selectees dropped from MECP at any time, either for academic or administrative reasons, will be made available and issued PCS orders to a new assignment in their enlisted rating to complete their active duty service obligation.

g. Graduates from MECP must complete State licensure requirements to become a registered nurse. They are commissioned as Ensign, Nurse Corps, United States Naval Reserve, attend Officer Indoctrination School (OIS), and incur an 8-year military service obligation with a minimum of 4 years served on active duty.

4. Eligibility Requirements. To apply for MECP, applicants must meet the following requirements:

a. U.S. citizenship. Required and can not be waived. Certified copy of birth/naturalization certificate is required.

b. Age requirement. Applicants must not have reached their 35th birthday by the time of initial appointment and commissioning. The website identified in the annual NAVADMIN will specify if any age waivers will be authorized.

c. Moral character and conduct. Applicants must be of good moral character and have no court-martial conviction or civilian felony conviction. Have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. All minor traffic

Enclosure (1)

violations must be listed on this application. For the purpose of this sub-paragraph, an offense involving driving under the influence of an intoxicant (DUI/DWI) is a major traffic violation and is disqualifying if within 4 years preceding 1 October of the fiscal year in which the selection is held.

d. Drug Use. A felony conviction or any record of in-service drug abuse, regardless of the date, is disqualifying for MECP. A person, who is drug or alcohol dependent, abuses drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of trafficking in a prohibited drug is ineligible for MECP.

e. Physical Qualifications. Meet the requisite Pre-commissioning/Accession physical standards for appointment as a Nurse Corps (NC) officer prescribed in reference (d), Chapter 15 (revised June 2001). Selectees who fail to meet these minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery and waiver of the standard(s) by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). Applicants are required to submit a pre-commissioning SF 88 or DD Form 2808 and SF 93 or DD Form 2807-1 within the last 12 months (or 18 months for those applicants deployed). Minimum physical fitness standards must be met at the time of application, while in training, and at commissioning. Failure to maintain physical standards will result in disenrollment from the program.

f. Performance record. Have a superb performance record as well as strong academic potential and be favorably recommended for appointment by the candidate's commanding officer.

g. Education and Scholastic Aptitude

(1) Be a high school graduate. High School diplomas or equivalency certificates based upon military educational experience and general equivalency diploma (GED) are acceptable if they are issued by the Department of Education of a State, Commonwealth, or Territory of the United States or the District of Columbia.

(2) Have applied for acceptance or transfer into a baccalaureate degree in a nursing program during the fiscal year in which the selection board is held at a United States college or university and its nursing school that is accredited by the

Enclosure (1)

National Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

(3) Be able to complete any prerequisites and the requirements for a baccalaureate in nursing. Register to begin school in the fall semester following the board where member was selected, and complete degree requirements within 36 consecutive months from the date of enrollment into the MECF. Full-time student status must be maintained throughout the calendar year, including fall, winter, spring, and summer sessions. Therefore, acceptance must be to a college or university that offers classes applicable to MECF for each of those sessions.

(4) Have a cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale. Have completed a minimum of 45 quarter, or 30 semester credit hours in undergraduate courses such as english, mathematics, psychology, sociology, chemistry, biology, anatomy, physiology, nutrition and have them accepted for transfer into the nursing program to which applying. Credit hours may be a combination of traditional classroom courses, College Level Entry Program (CLEP) credit, on-line or distance learning, and military training credits, provided that the school applied to accepts the non-traditional credits.

(5) Scholastic Aptitude Test (SAT) or American College Test (ACT) will be required and only results from tests taken within the past 3 years from application due date will be accepted. A minimum score of 1000 SAT or 42 ACT is recommended.

h. Marital status and number of dependents. No restrictions.

i. Commanding Officer's Endorsement. Endorsement from member's commanding officer utilizing pages 2-15 to 2-16 of program application found in Chapter 2 of this instruction. No "By direction" signatures are authorized.

j. Waivers. Waivers of eligibility requirements are reviewed by Chief of Naval Operations (N131M5). Other than minor physical defects, waivers are normally not granted.

5. Application Submission Procedures

a. Applications are reviewed by selection boards on a competitive basis. They must be complete, concise, and accurate in every detail. Recommendations should be specific and not general in nature. Applicant's service record should be complete

Enclosure (1)

07 Jun 04

and up-to-date and applicant is responsible for ensuring that the forms accompanying the signed application are complete and correct. Incomplete or late applications will be returned without board action. Include an email address in the application.

b. Applicants should complete pages 2-1 to 2-14 of the Officer Programs Application form provided in Chapter 2 of this instruction and submit via applicant's chain of command. Applicant's Commanding Officer will complete the command endorsement utilizing pages 2-15 to 2-16 of the application, and include three completed interview appraisal sheets NAVCRUIT 1100/13 (2-21 of the application) and forward to: Commander, Naval Medical Education and Training Command (NAVMEDEDTRACOM) Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611 no later than the application deadline date published in the annual NAVADMIN. Appendix D is provided for package order and checklist. All packages shall contain the following:

(1) Officer Programs Application.

(2) Interviewer Appraisals. Applicants Commanding Officer will attach interview appraisals and forward with application and command endorsement.

(3) Evaluations. Copies of last 5 years. (NAVPERS 1616/26 or NAVPERS 1610/2).

(4) College Transcripts. Certified copies of official academic transcripts with a raised seal for each technical school, college, and university attended. An official copy of the Sailor/Marine American Council on Education Registry Transcript (SMART) is also required. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to: Commander, Naval Medical Education and Training Command, Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611, provided they include the applicant's full name and social security number.

(5) Testing Scores. Results from SAT or ACT test taken within the past 3 years from application due date.

(6) Letter of Acceptance. An acceptance letter to a full-time bachelor degree program in nursing from an institution accredited by the National League for Nursing Accrediting

Enclosure (1)

Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE). Program is to commence in the fall semester of the year following selection and be completed within 36 months. Individuals will not be allowed to start their degrees during the spring or summer semesters. Some schools may not formally accept students into their program until certain criteria have been met. If this is the case, a provisional letter of acceptance is sufficient for application submission. However, the letter must state that the applicant will be accepted to the program upon satisfactory completion of specific course prerequisites.

(7) Academic Degree Completion Plan (see paragraph 15 of this chapter). Plan must be signed by the school of nursing advisor AND the applicant, outlining the projected program of study and completion date and documenting the number of transfer credits the school will accept.

(8) Medical Examination. Applicants are required to complete a full accession standard physical examination (addresses commissioning standards not retention standards) completed within 12 months (18 months if applicant deployed) of application deadline, or more current if a change in health status occurs. Include the Report of Physical Examination (SF 88 or DD Form 2808) and the Report of Medical History (SF 93 or DD Form 2807-1) with the application. The following must be included with the physical examination document:

(a) Results of a current chest x-ray if there is a history of pulmonary disease or smoking.

(b) Results of a current EKG.

(c) Height and weight or a determination of body fat percentage if member exceeds height/weight.

(d) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

(e) Results of HIV test taken within last 18 months shall be included with the physical examination documentation.

(f) Complete eye exam, must include refraction.

(9) Proof of Birth. Certified/legible copy of Proof of Citizenship; birth certificate or certified statement signed by an official who has cited the naturalization certificate.

Enclosure (1)

(10) Security Clearance. An Electronic Personnel Security Questionnaire (EPSQ) Request for Security Clearance (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The command security manager should assist applicants in determining whether the appropriate agency check is on file with DONCAF. Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

(11) Statement of age. The following statement must be contained under Personal Statements of the Officer Programs Application: "My date of birth is _____. Age computed to 1 October of the fiscal year in which selection board is held is _____ years, _____ months, _____ days. My projected date of graduation is _____ (Month and Year) at which time my age will be _____ years, _____ months, _____ days."

(12) Detailer Contact. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MECP.

c. Upon receipt of an application, the applicant's commanding officer shall:

(1) Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more Nurse Corps officers, when available, to interview and evaluate each applicant. Each board member shall complete an Interviewer's Appraisal Sheet, NAVCRUIT 1100/13 (Chapter 2) assessing the applicant's motivation, potential, attitude, and maturity. A letter of recommendation and evaluation by a Nurse Corps officer is highly recommended, particularly when a Nurse Corps officer cannot be appointed to the board. Appraisals will be forwarded with package and endorsement as outlined in paragraph 5 of this chapter.

(2) Complete the Commanding Officer's Recommendation Form (OPNAV 1420/1) provided in the Officer's Program Application. No additional cover letter by the Commanding Officer is required. Recommend only those applicants who have demonstrated continued superior performance with the potential and motivation for successfully serving as a Nurse Corps officer and the academic ability to complete a demanding college curriculum. Applications without command endorsement shall be deemed ineligible. The commanding officer's endorsement shall contain:

Enclosure (1)

(a) Statement addressing any waivers requested by the applicant.

(b) Statement indicating whether or not the applicant is serving on full duty without limitation.

(c) Statement that applicant meets physical fitness and body fat percentage standards as outlined in reference (a).

(d) A typewritten, signed copy of each board member's Interviewer's Appraisal Sheet.

(3) Ensure that each MECP applicant has been counseled as to his or her financial obligation in the MECP and the extent of benefits while enrolled.

(4) Forward applications to:

Commander
Naval Medical Education and Training Command
(NAVMEDEDTRACOM) Code OG3
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

d. Acknowledgment of Receipt of Applications. NAVMEDEDTRACOM (Code OG3) will post a list of names of applications received on the website identified annually via NAVADMIN, which announces the date of the selection board.

e. Additional Correspondence. Candidates may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, to reach NAVMEDEDTRACOM (Code OG3), 8901 Wisconsin Ave, Bethesda, MD 20889-5611 by 1 November. Letters to the board may be submitted at anytime until the convening date, however, all documents required for program eligibility must be postmarked no later than 1 November while initial application must be postmarked no later than 1 October.

f. Change of Address. Applicants must notify the Commander, Naval Medical Education and Training Command (Code OG3) in writing of any change in mailing address. Change of email address can be completed electronically through notification of Naval Medical Education and Training Command, Code OG3, at <http://www-nshs.med.navy.mil>.

Enclosure (1)

6. Selection. An annual selection board convened by CHNAVPERS will consider eligible MECF applicants. The board will recommend those applicants best qualified for appointment within authorized quota limitations established by the Chief of Naval Operations (CNO). The names of those selectees will be published by NAVADMIN.

7. Withdrawal of Application or Recommendation

a. An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee desiring to withdraw should decline transfer orders and notify the Commander, Naval Medical Education and Training Command, Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611. Applicants may apply to other programs, for example, STA-21. If selected for another commissioning program, applicants must advise NAVMEDETRACOM (Code OG3) in writing of their intent to continue to be considered for the MECF selection board no later than 1 November of the fiscal year in which the board meets.

b. Should there be a marked drop in the overall performance of the selectee or UCMJ violations prior to the selectee's transfer, the commanding officer shall immediately inform the Commander, Naval Medical Education and Training Command (Code OG3) and make a recommendation for the individual's disenrollment from the program.

8. Transfer Policy. Transfer directives/orders will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to the MECF is transferred without the required obligated service.

9. Advancement in Rating. MECF students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering the program.

10. Appointment. Upon successful completion of a baccalaureate degree in nursing the candidate will receive a permanent appointment in the grade of Ensign in the Nurse Corps, U.S. Naval Reserve, per Title 10 U.S. Code 12203 and under the guidance of reference (b). No subsequent reversion to an enlisted status is authorized. Commissioned officers must serve the minimum years active commissioned service per Title 10 U.S. Code 6323 to be eligible for retirement. Appointees incur an 8-year military service obligation upon commissioning, 4 of which must be served on active duty.

Enclosure (1)

11. Officer Indoctrination School. Appointees must complete Officer Indoctrination School (OIS) and will be assigned to the next available class upon successful completion of the baccalaureate degree in nursing and commissioning.

12. Licensure

a. Nurse Corps officers must obtain and maintain a license to practice as a professional registered nurse from a State, Territory, or the District of Columbia based on the licensing examination (NCLEX-RN) provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

b. Appointment as a Nurse Corps officer may occur prior to licensure; however, the NCLEX-RN must be taken at the first available opportunity following completion of the baccalaureate program.

c. Obtaining and maintaining a license to practice as a professional nurse is an expense incurred by the member.

d. Officers who twice fail the licensure examination may be re-appointed through the training attrite process to a different officer community/designator to complete any incurred active duty obligation. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) may relieve an officer of incurred active duty obligation, considering the comments and recommendations of the Deputy Chief of Naval Operations (Manpower and Personnel), when such action would be in the best interest of the naval service. Officers whose active duty obligation has been waived shall either submit a voluntary resignation or be processed for administrative separation per reference (c).

e. Before appointment, applicants are required to acknowledge in writing, via a page 13 entry, that they are aware of licensure requirements.

13. Educational Program Management. The following administrative guidance applies to the educational program management:

a. Any selectee who does not desire to participate in the program must notify Commander, NAVMEDEDTRACOM (Code OG3) within 15 days of notification of selection.

Enclosure (1)

b. Selectees have until 15 March of the fiscal year in which the selection board was held to submit a letter of acceptance from a U.S. college or university and its NLNAC or CCNE accredited nursing school. A final degree completion plan, signed by the University, must be submitted with the letter of acceptance showing the approved transfer credits and the expected degree completion date. Acceptance letters must be submitted to:

Commander
Naval Medical Education and Training Command
(NAVMEDEDTRACOM) Code OG3
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

The letter of acceptance must state:

- (1) Accreditation status of the nursing program.
 - (2) Specific acceptance of the applicant to the school of nursing as well as the college/university in a course of study leading to a nursing baccalaureate degree.
 - (3) That the applicant has been accepted for the fall term of the fiscal year in which the application was made.
 - (4) That the applicant will be able to complete the baccalaureate degree program in nursing in 36 consecutive months or less.
 - (5) Some schools of nursing will not formally accept a student into their program until certain criteria have been met. In this case, a provisional letter of acceptance must state that the applicant will be accepted to the school of nursing upon satisfactory completion of specific prerequisite courses. Provisional letters shall be accompanied by a letter of acceptance from that college or university, along with the proposed degree completion plan, which reflects completion of prerequisites and the full course of study in nursing within 36 months or less.
- c. Once NAVMEDEDTRACOM receives program letter of acceptance from the selectee, PCS orders will be issued within 5 months. Orders will be to a naval activity within 50 miles of the college or university they will attend when possible. The commanding officer or officer in charge of the naval activity to which ordered will maintain administrative jurisdiction over the candidate during the period of instruction.

Enclosure (1)

d. Prior to detachment from his/her present command, (upon notification of selection) MECP student will incur a 6-year active service obligation by extending or reenlisting. Selectees are authorized to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Payment of the Selective Reenlistment Bonus (SRB) is not authorized for selectees who reenlist for the purpose of meeting the obligated service requirement. If the selectee is entitled to an Enlistment Bonus or SRB, the selectee's commanding officer must counsel the selectee individually per Department of Defense Financial Management Regulations (DOD 7000.14-R Volume 7A, July 96) Chapter 9, concerning suspension of entitlement. The commanding officer must also ensure a page 13 entry is signed acknowledging that the entitlement for a bonus will be reinstated and paid on a pro-rata basis if the member is not commissioned and returns to enlisted status in the same bonus skill rating. Upon execution of an extension, the following entry shall be made on page 1A in the service record: "Reason for extension: Training (MECP). I understand that upon admission to a college/university under this program, this extension becomes binding and may not thereafter be cancelled except as provided in the MILPERSMAN 1306-106."

e. MECP students will maintain their enlisted status and be eligible for advancement in rating under the Navy advancement system. Their Armed Forces Identification Card, DD 2N (ACT) will reflect the enlisted paygrade currently held.

f. MECP students may not use Navy-sponsored tuition assistance to pay for their tuition but may seek financial assistance from other sources including the Veteran's Education Assistance Program (VEAP), the Admiral Boorda scholarship, or the Montgomery GI Bill (MGIB), if eligible.

g. Applications of selectees will be kept by Naval Medical Education and Training Command (NAVMEDEDTRACOM Code OG3) and become part of the selectee's academic file. Non-selectee applications will not be returned to the applicant.

h. Disenrollment from MECP will be the determination of Chief of Naval Operations (N131M5), based on the recommendation of Commander, NAVMEDEDTRACOM. Reasons for disenrollment may include unsatisfactory academic performance, inability to maintain commissioning physical fitness/body fat standards, or for other reasons of unsuitability. Disenrollees shall be made available for assignment to duty in their current paygrade and rating and shall complete the terms of their enlistment. The

Enclosure (1)

periods served at the college/university shall count as shore duty.

i. MECP students are not required to have an annual physical, but must pass the Physical Readiness Test as required by reference (a). Further, the commanding officer or officer in charge of the unit to which the student is assigned for administrative purposes is responsible for ensuring that each student completes the Risk Factor Screening/Physical Readiness Test Results (NAVPERS 6110/2) for each biannual test cycle.

14. Action

a. Commander, NAVMEDEDTRACOM will report to the Chief of Naval Operations (N131M5) and the Bureau of Medicine and Surgery, BUMED (M131), a minimum of twice per year, the names, last four digits of their social security numbers, administrative commands to which assigned, and expected graduation dates of all candidates. For continuity and facilitation for completion of commissioning documents, a copy of the report will be forwarded to COMNAVPERSCOM (PERS-4415V).

b. Commanding officers, Command Master Chiefs, Career Counselors, Education Service Officers, and Navy College for Achievement Advisors will ensure widest issuance of information regarding eligibility requirements and encourage eligible, interested, and qualified personnel to apply.

c. Inquiries concerning Fleet applications should be addressed to:

Commander
Naval Medical Education and Training Command
(NAVMEDEDTRACOM) Code OG3
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

d. For the most up to date MECP information, visit the MECP website at: <http://nshs.med.navy.mil/mecp/mecp.htm>

15. Academic Degree Plan

From: Academic Advisor for applicant
To: Commander, Naval Medical Education and Training Command,
(Code OG3) 8901 Wisconsin Ave, Bethesda, MD 20889-5611

Enclosure (1)

Subj: ACADEMIC DEGREE PLAN FOR (APPLICANTS NAME/SSN)

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours: _____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours: _____

Enclosure (1)

Quarter/Semester: _____/Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours: _____

1. Each quarter/semester must be listed in succession. All electives must be noted. If the elective is a required technical elective, it must be specified as such. Other technical electives and all humanities electives need only be as "___# hours, humanities/other technical elective."

2. Based upon my knowledge of present course scheduling, the above courses will be offered when indicated. Completion of this plan will meet the (BSN) requirement to be issued (Mo/Yr) from (school).

3. At (school), ___# credit hours is required for full-time status during _____ quarter(s)/semester(s). ___# credit hours is required for full-time status during _____ quarter(s)/semester(s) during summer sessions.

Academic Advisor (AA)
(Print)

(AA) Signature/date

Title

Student Signature/date

Chapter 6

MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT (MSC IPP) PROGRAM

1. This chapter has been completely revised and should be reviewed in its entirety. Also, refer to the annual NAVADMIN, which provides the MSC IPP webpage address and current program year information.

2. References

- (a) SECNAVINST 1120.8C
- (b) OPNAVINST 6110.1G

3. Program Information

a. The Medical Service Corps In-service Procurement Program, for Health Care Administration (HCA) Physician Assistant (PA), Radiation Health Officer (RHO), Environmental Health Officer (EHO), Industrial Health Officer (IHO), Entomology, and Pharmacy provides a pathway to an officer commission for career motivated active duty enlisted personnel who meet the eligibility criteria. Some of these programs provide opportunities to complete either a baccalaureate, master's, or other professional degree.

b. MSC IPP is available to the above communities for members of the Regular Navy and Regular Marine Corps, and Naval Reserve and Marine Corps Reserve on active duty, including Full Time Support (FTS), and Active Reserve (AR) serving in any rating or Military Occupational Specialty (MOS), in paygrades E-5 through E-9 at the time of application (paygrade is not waivable). Inactive-Duty Ready Reservists, Reservists on Active Duty for Special Work (ADSW), Active Duty for Training (ADT); 1-year, 2-year, or 3-year Recalls; and Canvasser Recruiters are not eligible for this program.

c. A MSC IPP webpage will announce the specific disciplines (fields of study) being offered for that fiscal year and will provide other general guidance for applicants.

d. Candidates for the HCA, RHO, EHO, IHO, Entomology, and Pharmacy IPP must possess a qualifying degree as described

Enclosure (1)

below. All applicants who have completed a bachelor's degree, including applicants who have completed a master's, must submit official GRE, GMAT, or the appropriate test score defined within the specialty requirement completed within 5 years of application due date. There is no minimum score for GRE or GMAT, but those applicants with 1000 (combined score of verbal and quantitative) or greater for GRE and 500 (total score) for GMAT are considered competitive. Applicants with scores lower than 1000 or 500, as appropriate, should consider retaking the test to improve their score and to make themselves more competitive for selection. GRE/GMAT test scores are only one factor considered. All applicants who request to complete a bachelor's program must submit an official Scholastic Aptitude Test (SAT) or American College Test (ACT) score completed within 5 years of the application due date. The recommended score for SAT is 1000 (verbal 500, math 500) and the recommended score for ACT is 42 (verbal 22, math 22). Selectees with qualifying degrees will receive direct appointments to the Medical Service Corps in a grade commensurate with education level and degree concentration per reference (a). An applicant desiring direct commission must earn a qualifying degree by 30 June following selection. A degree completion plan signed by a College/University official showing program of study, completion date and number of credits/courses remaining is required as part of the application. Degree completion plans must be realistic and those having more than 15 hours remaining in their Degree Completion Plan will not be eligible. Selectees who are going on to complete an appropriate degree will be commissioned upon completion of their degree. An acceptance letter or a tentative letter of acceptance to a full-time accredited graduate degree program with a degree completion plan is required.

e. Personnel selected for any of these programs who require training are provided between 24 to 48 months to complete their degree (dependent upon the program) with benefits that include tuition, mandatory fees, book allowance, full pay and allowances for their enlisted paygrades, and eligibility for advancement while in college. It is highly recommended that all requirements for the next advancement cycle be completed prior to detaching from present command. The completion plan course work must not commence until the fall semester of the year following selection. Following degree completion, selectees

Enclosure (1)

will be commissioned as officers in the Medical Service Corps and attend Officer Indoctrination School (OIS).

f. Selectees dropped from IPP at any time, either for academic or administrative reasons, will be made available and issued Permanent Change of Station (PCS) orders to a new assignment in their enlisted rating to complete their active service obligation.

g. Upon commissioning selectees will incur a minimum 8-year military service obligation with a minimum of 3 years served on active duty. Selectees who obtain military sponsored training will incur an additional active duty obligation.

h. Upon selection, selectees will be required to coordinate closely with Commander, Naval Medical Education and Training Command (NAVMEDEDTRACOM). Ideally, applicants should get acceptance to an NROTC-affiliated University. Selectees will begin their education programs in the fall semester of the year following selection. Applicants are urged to contact NAVMEDEDTRACOM, Officer Graduate Programs (Code OG3) at (301) 319-4520, DSN 285 or 295-2289/0925, DSN 295 for guidance and processing of packages.

4. Basic Eligibility Requirements

a. U.S. citizenship. U.S. citizenship is required and cannot be waived. A certified copy of birth/naturalization certificate is required. In States where it is illegal to copy, photocopy, or photograph birth certificates or naturalization certificates, use the Report of Birth form (DD Form 372).

b. Age requirement. Applicants must not have reached their 35th birthday by time of initial appointment and commissioning. The annual NAVADMIN will specify if any age waivers will be authorized. Age waiver, when authorized, allows an applicant to be commissioned up through the age of 39.

c. Moral character and conduct. Applicants must be of good moral character, have no court-martial conviction or civilian felony conviction, and have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. For the purpose of

Enclosure (1)

this sub-paragraph, an offense involving driving under the influence of an intoxicant (DUI/DWI) is a major traffic violation and is disqualifying if within the 3 years preceding application for the program. Prior service drug use is not an immediate disqualifier; however, any substantiated drug use (a felony conviction or any record of in-service drug abuse, regardless of the date) or alcohol abuse will result in disqualification.

d. Obligated Training. Applicants under obligated training require a waiver from their Enlisted Community Manager.

e. Physical qualification. Meet the requisite Pre-commissioning/Accession physical standards for appointment as an MSC officer prescribed by the Manual of the Medical Department, Chapter 15. Selectees who fail to meet these minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery (BUMED) and waiver of the standard(s) by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). Minimum physical fitness standards must be met at the time of application, while in training, and at commissioning. Failure to maintain physical standards will result in disenrollment from the program. Applicants are required to submit a pre-commissioning SF 88 or DD Form 2808 and SF 93 or DD Form 2807-1 within the last 12 months (or 18 months for those applicants deployed). The following must be included with the physical examination document:

(1) Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

(2) Results of a current Electrocardiogram (EKG).

(3) Height and weight or a determination of body fat percentage if member exceeds height/weight.

(4) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

(5) Results of most recent HIV test. Record of HIV test results must be included with the physical examination document.

Enclosure (1)

(6) Complete eye exam, must include refraction.

f. Performance record. Have a superb performance record as well as strong academic potential and be favorably recommended for appointment by the candidate's commanding officer.

g. Security Clearance. The Electronic Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with the Department of Navy Central Adjudication Facility (DONCAF). Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

h. All applications must be submitted by the deadline posted on the MSC IPP Webpage. Supplemental information is due by the supplemental deadline on the MSC IPP Webpage. Any correspondence not submitted by the supplemental deadline may be submitted to the President of the IPP Board by the applicant prior to convening of the selection board.

5. Specific Eligibility Requirements for the HCA IPP Program

a. Specific HCA degree/education requirements for baccalaureate degrees:

(1) Minimum education requirement is a qualifying degree in Health Care Administration, in business/healthcare administration, or a management-related discipline. Applicants must have a 2.5 or better grade point average on a 4.0 scale. Acceptable fields of study are as follows:

(a) Health Care Administration areas include: Health Care Administration, Health Services Administration, Health Services Management, Hospital Administration, or Public Health Administration.

(b) Business disciplines include: Accounting, Business Economics and Policy, Finance, Human Resources Management, Information Systems Management, Logistics, Materials Management, or Public Administration.

Enclosure (1)

(2) Management degrees in other than the above will be considered on a case by case basis if the following courses have been completed and are part of the official transcript(s): Health/Business Economics, Health/Business Finance, Health Law, Institutional or Organization Systems in Health Care, Statistics or Research Methods, or Information Management.

b. Specific HCA degree/education eligible for entry grade credit for applicants who have completed a master's degree:

(1) Acceptable fields of study are as follows: Health Care Administration, Health Services Administration, Hospital Administration, Public Health Administration with an emphasis in Health Care Administration, or Business Administration with an emphasis in Health Care Administration.

(2) Acceptable master's programs ideally should be accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA), American Assembly of Collegiate Schools of Business (AACSB), or Council on Education on Public Health (CEPH).

c. Specific HCA degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: Applicants must have an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program in Health Care Administration, Business Administration with a healthcare concentration, or Public Health with a healthcare administration concentration, accredited by the ACEHSA, AACSB, or CEPH.

6. Specific Eligibility Requirements for the Active Duty PA IPP Program

a. The PA program includes a year of formal classroom instruction at Fort Sam Houston's Interservice Physician Assistant Program (IPAP) and an additional practicum year at the Naval Hospital, Camp Pendleton and Naval Medical Center, San Diego. Graduates receive a Bachelor of Science degree and a Master's degree.

(1) For PA applicants, minimum educational requirement is a high school diploma, GED, ASVAB or equivalent with 60

Enclosure (1)

semester hours of transferable college credit. All PA candidates must notify NAVMEDEDTRACOM Code 0G3) via their website that they intend to submit official transcripts for review with a complete list of all schools attended. This will allow NAVMEDEDTRACOM staff to verify if all your transcripts have been received. All official college transcripts must be submitted to NAVMEDEDTRACOM by the date published in the annual NAVADMIN or MSC IPP webpage (in early June). Transcripts will be reviewed by the degree granting institution for academic eligibility and applicants will be notified well before the application deadline. This will allow applicants an opportunity to try and resolve any issues identified by the degree granting institution.

(2) Thirty of the 60 semester hours must be in residence training (classroom) at the acceptable course level as listed in Table A (prerequisite requirements). CLEP is NOT accepted for any of the prerequisite requirements. Only baccalaureate credit on SMART transcripts will be accepted and will be considered in-residence hours. Distance learning courses must be taken for a grade with proctored exams. Introductory courses or 100 level courses will be reviewed by the degree granting institution to determine if the course is transferable/ creditable toward the 60 hours.

(3) The prerequisite requirements, Table A, include 6 semester hours of English composition, 6 semester hours of Chemistry, 6 semester hours of Anatomy and Physiology (A&P), 6 semester hours of Humanities and/or Social Sciences, 3 semester hours of Psychology, and 3 semester hours of Algebra for a total of 30 semester hours. Successful completion of Advanced Hospital Corps-Independent Duty Tech (IDT) school satisfies the 6 semester hours for A&P but does not satisfy the 6 semester hours for Chemistry.

(4) In addition to the prerequisite courses, an additional 30 semester hours must be completed of which 18 semester hours must be in the biological/chemistry sciences. The additional 12 semester hours may be in general education classroom or distance learning coursework. Successful completion of IDT school satisfies the additional 30 semester hours and the 6 A&P but does not satisfy the 6 semester hours of chemistry hours required of the prerequisite courses. To be

Enclosure (1)

better prepared for the PA school curriculum course work in biochemistry, microbiology, and organic chemistry is highly recommended. A minimum GPA of 3.0 on 4.0 scale is required for science courses. The applicant must have an overall GPA of 2.5.

(5) The Medical service Corps Officer Community Manager CNO(N131M) shall maintain close coordination of the academic review process with BUMED, NAVMEDEDTRACOM, and the Interservice Physician Assistant Program. The Director, Officer Personnel Plans and Policy Branch (N131), Deputy Chief of Naval Operations (Manpower & Personnel) is the waiver and final authority pertaining to any question regarding academic pre-screening decisions, academic eligibility, and final board eligibility.

b. Specific information on additional requirements will be provided on the MSC IPP webpage.

TABLE A		
Prerequisite Requirements	Semester Hours	Acceptable Level (NO CLEP)
English Composition	6	100 Level or above
Chemistry I & II	6	100 Level or above (2 courses)
Anatomy & Physiology I & II	6	100 Level or above (2 courses)
Humanities & Social Sciences	6	100 Level or above (2 courses)
Psychology	3	100 Level or above
Algebra	3	100 Level or above
Total Hours	30 minimum	
Successful completion of Independent Duty Tech (IDT) meets the 6 hours of Anatomy & Physiology but does not meet the 6 Chemistry hours.		

TABLE B		
Additional Coursework	Semester Hours	Non-repetitive of Core courses
General Education (Transferable credits) 18 hours must be in the Biological & Chemistry Sciences	30 minimum (18 hours must be in the biological/chemistry sciences)	

Enclosure (1)

Additional Courses or equivalent	Acceptable Level
Chemistry Laboratory	100 Level or above
Organic Chemistry	100 Level or above
Biochemistry	100 Level or above
Microbiology	100 Level or above
Biology	100 Level or above
Physics	100 Level or above
Biostatistics (Research design)	100 Level or above
Healthcare Management	100 Level or above
English Literature	100 Level or above
Algebra II	100 Level or above
	(CLEP not accepted)
Total Hours	30
Successful completion on	
Independent Duty (IDT) school	
meets these 30 hours	

7. Specific Eligibility Requirements for the Active Duty RHO
IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees: Applicants must have 60 semester hours of fully transferable college credit that can be applied towards completion of a qualifying science degree in math, physics, biology, chemistry, or engineering and have a letter of acceptance with a degree completion plan to a qualified school. Must be able to complete degree within 24 months. Applicants must have a 3.0 or better GPA on a 4.0 scale.

b. Specific degree/education requirements for applicants with completed baccalaureate degrees: Science degrees from accredited university/colleges in math, physics, biology, chemistry, engineering, radiological health science, or engineering. Applicants must have completed 1 year of college-level math (calculus) and general physics courses. Applicants must have a 3.0 or better GPA on a 4.0 scale.

c. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: Applicants must have an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program from an accredited university in: medical physics, radiation health physics, radiological science, or nuclear engineering. Applicants must have a 3.0 or better grade point average on a 4.0 scale.

Enclosure (1)

8. Specific Eligibility Requirements for the Active Duty EHO
IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees. Applicants, upon completion of baccalaureate degree in environmental health, will be commissioned and will be enrolled in a 1-year Master of Public Health degree program. Other qualifying degrees include the life sciences or physical sciences such as biology, chemistry and physics. Applicants must have the following: 60 semester hours of fully transferable college credits which can be applied towards completion of the baccalaureate degree with a 3.0 or better GPA on a 4.0 scale and a tentative letter of acceptance to an accredited 1-year MPH program with a degree completion plan in environmental health from a university accredited by the CEPH, Association of Schools of Public Health (ASPH), or National Environmental Health Science and Protection Accreditation Council (EHAC). Degree should include courses in environmental health, epidemiology, food safety, drinking water and wastewater analysis, air pollution, infectious diseases, human disease vectors, environmental toxicology, health risk assessment and communication, biostatistics, etc.

b. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree. Applicants must provide the following:

(1) An acceptance letter or a tentative letter of acceptance to a full-time resident graduate degree program, MPH with a concentration in Environmental Health or Master of Science (MS) in Environmental Health from a University accredited by the CEPH, ASPH, or EHAC.

(2) An environmental health degree completion plan must be provided that includes courses in environmental health, epidemiology, food safety, drinking water and wastewater analysis, air pollution, infectious diseases, human disease vectors, environmental toxicology, health risk assessment and communication, biostatistics, etc. Applicants must have a 3.0 or better grade point average on a 4.0 scale for science courses completed towards the baccalaureate degree.

Enclosure (1)

9. Specific Eligibility Requirements for the Active Duty IHO
IPP Program

a. Specific degree/education requirements for completion of baccalaureate degrees: Applicants must have 60 semester hours of fully transferable college credit that can be applied towards completion of a qualifying degree in chemistry, biology, or physical sciences; physics; or engineering with a chemistry minor and have a letter of acceptance with a degree completion plan to a qualified school. Must be able to complete degree within 24 months. Applicants must have a 3.0 or better GPA on a 4.0 scale.

b. Specific degree/education requirements for applicants with completed baccalaureate degrees: degrees from accredited university/colleges in chemistry, biology, or physical sciences; physics; or engineering with a chemistry minor. Applicants must have 3.0 or better GPA on a 4.0 scale.

c. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: An acceptance letter or a tentative letter of acceptance to a full-time graduate degree program from a university accredited by the Accreditation Board for Engineering and Technology (ABET) in Industrial Hygiene. A list of these programs is available at www.abih.org/Docs/abet-mih.htm. Applicants must have a 3.0 or better grade point average on a 4.0 scale.

10. Specific Eligibility Requirements for the Active Duty Entomology Officer IPP Program. Specific degree/education requirements for applicants interested in pursuing a qualifying graduate level degree prior to commissioning: Applicants must provide an acceptance letter or a tentative letter of acceptance with a degree completion plan to a full-time accredited graduate degree program in Entomology. Applicants must have a 3.0 or better grade point average on a 4.0 scale for science courses in the undergraduate degree.

11. Specific Eligibility Requirements for the Active Duty Pharmacy Officer IPP Program. Specific degree/education requirements for applicants interested in pursuing a qualifying degree prior to commissioning: Applicants must provide an

Enclosure (1)

acceptance letter or a tentative letter of acceptance with a degree completion plan to a full-time accredited Doctor of Pharmacy Degree program that is accredited by a nationally recognized pharmacy accreditation agency. Applicants must have a 3.0 or better grade point average on a 4.0 scale in the undergraduate degree. Program course work must not commence until the fall semester of the year following selection and be completed within 48 months and be able to be commissioned prior to age 40. Pharmacy College Admission Tests (PCAT) scores are required.

12. Application Submission Procedures

a. Applicants must fill out pages 2-1 through 2-10 of the Officer Programs Application form (most current) contained in Chapter 2 of this manual and submit via chain of command to the Commander, Naval Medical Education and Training Command, Officer Graduate Programs, (Code 0G3), Bethesda, MD 20889-5611 postmarked not later than the application deadline date published on the MSC IPP webpage. Appendix E is provided for package order and as a checklist. Applicant's commanding officer must attach interview appraisals and provide command endorsement. Provide a current e-mail address with your application. Any correspondence submitted after the supplemental deadline must be submitted to the President of the IPP Board to be received prior to convening of the selection board.

b. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MSC IPP Program. (See Transfer Policy, paragraph 8d.)

c. Applicants requesting to complete degree requirements (full-time funded training) must ensure the following is in their application:

(1) Letter of acceptance or tentative letter of acceptance from an U.S. college or university. The letter of acceptance must state:

(a) That the applicant has been accepted for the fall term and the applicants can complete their program within

Enclosure (1)

the following timelines: baccalaureate degree program within 24 months, a master's degree within 24 months, or a Doctor of Pharmacy Degree within 48 consecutive months or less.

(b) Some schools may not formally accept students into their program until certain criteria have been met. If this is the case at the applicant's preferred college/university, a provisional letter of acceptance is sufficient for application submission. A provisional letter of acceptance must state that the applicant will be accepted to the program upon satisfactory completion of specific prerequisite courses.

(2) Sample Academic Degree Completion Plan, signed by the school to which the applicant is applying, showing the projected program of study and completion date with the number of transfer credits the school will accept. If already accepted into the program, submit the letter of acceptance with the Degree Completion Plan.

(3) Original "Student Copy" academic transcripts for each college and university attended are required for all applicants except for PA applicants. Official academic transcripts are required for PA applicants. Submit complete list of all schools attended to allow for tracking receipt of transcripts. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to NAVMEDEDTRACOM (Code 0G3), provided they include the applicant's full name and social security number.

(4) One letter of recommendation is required. Maximum of four letters may be submitted.

13. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Appoint and convene a board of officers in the grade of lieutenant or above, to include one or more MSC officers, when available, not in the direct chain of command of the applicant to interview and evaluate each enlisted applicant. Each board member shall complete a NAVCRUIT 1100/13 (Rev. 3-81),

Enclosure (1)

Interviewer's Appraisal Sheet. In the event that a board cannot be convened, three qualifying board members can conduct individual interviews. The Interviewer's Appraisal Sheet is to be submitted directly to the applicant's career counselor. Do not release a copy of the interview to an applicant until after the application has been signed and mailed to NAVMEDEDTRACOM.

b. Provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure all portions are completed and appraisals are attached and that the applicant meets all eligibility criteria. The commanding officer should not rank applicants, if there is more than one applicant from that command. The commanding officer's endorsement shall contain:

(1) Statement addressing any waivers requested by the applicant.

(2) Statement indicating whether or not the applicant is serving on full duty without limitation.

(3) Statement that applicant meets physical fitness and percent body fat standards per reference (b).

(4) Typewritten, signed copy of each board member's Interviewer's Appraisal Sheet as an enclosure.

c. Forward applications to:

Commander
Naval Medical Education and Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611

d. NAVMEDEDTRACOM (Code 0G3) will post a list of names of applications received on the MSC IPP webpage.

e. Additional Correspondence. Applicants may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, letters of acceptance to accredited programs, etc.) to reach NAVMEDEDTRACOM (Code 0G3) no later than the date posted on the website.

Enclosure (1)

f. Change of address. Applicants must notify the NAVMEDEDTRACOM (Code 0G3) in writing of any change in mailing address and change in email address. Notification can be completed electronically at NAVMEDEDTRACOM's IPP webpage.

g. Selection. An annual selection board convened by the Chief of Naval Personnel on the date announced in the NAVADMIN, usually October, will consider applicants. The board will recommend those applicants best qualified for appointment within authorized quota limitations. The names of those selectees will be published by NAVADMIN.

14. Administrative Information

a. Service Obligation

(1) Selectees entering training programs must reenlist for 6 years from the date of execution of orders to begin training. The reason for reenlistment should state "Training (Health Care Administration IPP, MSC/Physician Assistant IPP, MSC)" or appropriate program. The following statement of understanding should be included: "I understand that upon selection for the IPP (as appropriate), this agreement becomes binding and may not thereafter be canceled except as provided by MILPERSMAN 1306-106." Orders will be issued contingent upon reenlistment before transfer. NAVMEDEDTRACOM (Code 0G3) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify. The agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN 1131-030.

(2) If an applicant is disenrolled from any IPP program or declines to accept an appointment as a commissioned officer, the applicant will remain in his or her enlisted rate in the Navy, Naval Reserve, Marine Corps, or Marine Corps Reserve and be made available for general assignment. Disenrolled members will be required to serve the time remaining on their current obligation.

(3) Selectees who fail to complete the service obligation will be required to reimburse the United States for costs of education.

Enclosure (1)

(4) Upon initial appointment, officers are required to serve a minimum period of 3 years of active duty service plus 1 year for the first year of education or training provided as part of the Program and 6 months for each additional 6 months of training or education or any portion of 6 months.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify:

Commander
Naval Medical Education and Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611
(301) 319-4520 or 295-2289/0925

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectees transfer, the commanding officer shall immediately inform NAVMEDEDTRACOM (Code 0G3) and make a recommendation if the situation warrants revoking his/her selection for the program.

c. Transfer Policy

(1) Applicants are not to request Permanent Change of Station (PCS) orders during their application process and application submission. Applicants for these programs receiving PCS orders for execution subsequent to applying for this program will not be transferred until officially notified of selection or non-selection.

(2) If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for one of these programs and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer will notify the order originator that the individual has been selected, accepted the commission, and that orders should be canceled. If the applicant is not selected, the command will transfer the

Enclosure (1)

individual and notify the orders originator that the orders have been executed.

15. Advancement in Rating. IPP students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering training.

16. Appointment. Upon successful completion of a qualifying degree, candidates will receive an appointment in the Medical Service Corps in the appropriate grade for the degree attained.

17. Officer Indoctrination School. Appointees must complete Officer Indoctrination School (OIS).

18. Inquiries. Program changes and information on applications can be located on the NAVMEDEDTRACOM (Code 0G3), MSC IPP webpage at <http://nshs.med.navy.mil>. Questions concerning MSC IPP should be addressed to:

Commander
Naval Medical Education Training Command
Officer Graduate Programs (Code 0G3)
Bethesda, MD 20889-5611
(301) 319-4520/DSN 285 or (301) 295-2289/0925/DSN 295

or

Chief of Naval Operations (N131M)
2 Navy Annex
Washington, DC 20370-5000
(703) 693-2327/DSN 223

Enclosure (1)

Chapter 7
LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO)
PROGRAMS

1. Purpose. This chapter has been revised to incorporate current policy and should be reviewed in its entirety.

2. Summary of Changes

a. Applicants applying must be of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations (\$300.00 or less) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

b. The Manual of the Medical Department, Chapter 15, defines the physically qualifications for appointment. Also, applicants must meet physical fitness standards of satisfactory-medium or higher per OPNAVINST 6110.1 at the time of application and appointment.

c. Personnel accepted to the LDO program attend leadership training via the LDO Officer Indoctrination School. Therefore Leadership Training Continuum is not required for E-6 taking the E-7 exam for the express purpose of applying for LDO.

d. Be a Chief Petty Officer (E-7 through E-9), including E-6 personnel, when notification has been received by the commanding officer that the individual is a selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized, and serving on active duty or as a member of the Ready Reserve in a drilling unit (pay or non-pay) for inactive duty applicants. An E-6 selection board eligible for E-7 may apply for LDO.

e. Active duty personnel must have completed at least 8, but not more than 16 years of active naval service. Selected Reservists must have at least 8, but not more than 16, years of Total Qualifying Federal Service.

f. Active duty and inactive duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03.

Enclosure (1)

Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

g. Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of LDO/CWO program normally released in March for active duty and June for inactive duty.

h. Only those applicants who are technical specialists with extensive knowledge and skills in the field of diving and have earned First Class (NEC 5342) or Saturation (NEC 5311) may apply for Diving Warrant Officer designator 720X. Applicants must desire to remain in diving-related billets. Selectees will be detailed to surface and submarine-related diving billets.

i. For the active duty CWO applying for appointment to LDO, the following statement shall be included as the first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for permanent appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. I understand that if I decline to accept such permanent appointment, I will remain on active duty in my permanent warrant officer grade."

j. For active duty enlisted applying for appointment to LDO, the following statement shall be included as first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. Following my acceptance of such temporary appointment as an LDO, I understand that if and when I am promoted to the grade of lieutenant as an LDO, I may be offered a permanent appointment as an LDO under Section 5589 of 10 U.S.C., and if I decline to accept such permanent appointment as an LDO, my temporary appointment will be terminated under Section 5596 of 10 U.S.C., and I will be reverted to my permanent enlisted grade."

k. For active duty enlisted applying for appointment to CWO, the following statement shall be included as first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for appointment under the Active Duty CWO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment."

1. For Advancement in Rating, enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E-7 and E-8/E-9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-801G or PERS-91C) before the convening dates of the enlisted selection boards. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of paragraph 723 of the Manual of Advancement (BUPERSINST 1430.16).

m. Updated address information should be sent to:

ACTIVE DUTY Commander
Navy Personnel Command (PERS-801G)
5720 Integrity Drive
Millington, TN 38055-8010
(901) 874-3170/DSN 882
Email: p801G@persnet.navy.mil

INACTIVE DUTY Commander
Navy Personnel Command (PERS-91C)
5720 Integrity Drive
Millington, TN 38055 -9200
(901) 874-4515/DSN 882
Email: p91C@persnet.navy.mil

3. Definitions

a. Active duty - members of the U.S. Navy and Naval Reserve on continuous active duty, including Training and Administration of the Reserve (TAR) and General Recall personnel.

b. Inactive duty - members of the U.S. Naval Reserve Ready Reserve assigned to a drilling unit (pay or non-pay), including members on ADT, AT, ADSW, OYR, PSRC, and CANREC.

4. Program Information

a. The Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) programs provide commissioning opportunities to qualified senior enlisted personnel (and Chief Warrant Officers). Chief Petty Officers (E-7 through E-9), E-6 personnel who are selection board eligible for E-7, and Chief Warrant Officers (applying for LTJG) may qualify for these programs. The LDO and CWO Programs are open to both active duty and Selected Reserve (SELRES)

Enclosure (1)

personnel. Qualified personnel may apply for both LDO and CWO simultaneously. A baccalaureate degree is not required, however, it is encouraged. Leadership ability, military qualifications, and technical expertise remain the key factors leading to selection.

(1) Active duty personnel apply under the Active Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-801G) via their commanding officer.

(2) Inactive duty personnel apply under the Inactive Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-91C) via their unit Commanding officer.

b. LDOs are technically oriented officers who perform duties limited to specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field at a level beyond what is normally expected of a Master Chief Petty Officer.

5. Applicability. The LDO/CWO programs apply to CWO and senior enlisted personnel in the following categories:

a. Active duty enlisted personnel may seek appointment to commissioned officer status via the Active Duty LDO/CWO Program. TAR personnel and Naval Reservists on General Recall who are selected under the Active Duty LDO/CWO Programs will receive appointments in the U.S. Navy. These personnel will be honorably discharged from their enlistment in the Naval Reserve and concurrently reenlist in the Regular Navy before being appointed as a temporary LDO.

b. Active duty CWOs may also seek appointment to LDO via the Active Duty LDO program.

c. Fleet Reserve personnel on active duty must reenlist in the Regular Navy to become eligible to apply for the Active Duty CWO program. Authority to reenlist Fleet Reserve personnel on active duty must be requested from Commander, Navy Personnel Command (PERS-812).

d. Students enrolled in other officer accession programs are not eligible to apply for appointment under the LDO/CWO programs. If applying for the LDO or CWO program and after the application is submitted the service member is selected for other officer accession program, the individual must inform Commander, Navy Personnel Command (PERS-801G or PERS-91C) in writing. If selected for a commission under the LDO or CWO programs, individuals will not be eligible to apply for other commissioning

programs unless a formal declination has been filed with Commander, Navy Personnel Command (PERS-801G or PERS-91C, as appropriate).

e. Selected Reservists on Active Duty for Special Work (ADSW), One Year Recall (OYR), Presidential Selected Reserve Call-up (PSRC), or Canvasser Recruiter (CANREC) duty, may seek appointment to LDO or CWO via the Inactive Duty LDO or CWO programs. If selected, they will have their active duty status terminated and will receive permanent appointments in the Naval Reserve.

(1) Selected Reservists selected for an Inactive Duty LDO or CWO appointment assigned to Presidential Selected Reserve Call-up (PSRC) must have gaining command or theater commander re-validation of their assignments based on the newly commissioned grade. If this validation is approved, they will remain on active duty. If assignment in their newly commissioned status cannot be validated, their active duty status will be terminated.

(2) Naval Reserve Canvasser Recruiters appointed to LDO or CWO via the Inactive Duty LDO/CWO Programs will have their active duty status terminated and receive permanent appointments in the Naval Reserve.

6. Eligibility Requirements common to both Active Duty and Inactive Duty LDO and CWO Programs

a. Service requirement:

(1) Active duty applicants must be serving on active duty at the time application is made, and if selected they must remain on active duty until the appointment is tendered.

(2) Inactive duty applicants must have been serving in a drilling unit (pay or non-pay) of the Ready Reserve for at least 1 year at the time application is made, and if selected, they must remain in a drill status until the appointment is tendered. Members who were serving under Regular Navy or TAR enlistment, and who enlist in the Ready Reserve with assignment to a drilling unit (pay or non-pay) within 90 days following release from active duty do not need to complete the prescribed 1 year time period in a drilling unit.

b. U.S. citizenship is required and cannot be waived.

c. Must be of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors

Enclosure (1)

2 May 2003

(except minor traffic violations (\$300.00 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

d. Must be a high school graduate or possess an equivalency certificate.

e. Must be physically qualified for appointment per the physical standards outlined in the Manual of the Medical Department, Chapter 15.

f. Must meet physical fitness standards of satisfactory-medium or higher per OPNAVINST 6110.1 at the time of application and appointment.

g. Must not exceed High Year Tenure (HYT) requirements outlined in reference (b).

h. Personnel in LIMDU/HUMS (Active Duty) or Not Physically Qualified/Temporarily Not Physically Qualified (NPQ/TNPQ) Status (Inactive Duty).

(1) Active duty personnel serving in Humanitarian/Hardship (HUMS) or Limited Duty (LIMDU) assignments will not be permitted to accept their commission until the special situation is completely resolved. In the event an individual is assigned to HUMS or LIMDU on the effective date of commissioning, the commanding officer will hold the appointment in abeyance and notify PERS-801G by message or official correspondence of the circumstances. If the HUMS or LIMDU situation is not resolved within 60 days of commissioning date, the commanding officer will request further instructions from PERS-801G.

(2) Inactive duty personnel serving in Not Physically Qualified (NPQ) or Temporarily Not Physically Qualified (TNPQ) status will not be permitted to accept their commission until their status is completely resolved. In the event an individual is assigned to NPQ or TNPQ status on the effective date of commissioning, the unit commanding officer will hold the appointment in abeyance and notify PERS-91C by message or official correspondence of the circumstances. If the NPQ or TNPQ status is not resolved within 60 days of commissioning date, the unit commanding officer will request further instructions from PERS-91C.

i. Service with the Army, Air Force, Marine Corps, and/or Coast Guard may be credited to meet the minimal service requirement when it can be clearly documented, by the applicant,

that service in another branch provided the requisite training, knowledge, and expertise that directly relates to and parallels the needs and requirements of the naval service. If applicable, comments regarding experience gained in another branch of service, to include relation of the experience with the Navy's needs and requirements, should be included in the applicant's personal statement of the Officer Programs Application. The commanding officer will attest to such qualifications in his/her endorsing statement.

j. Favorably recommended by their commanding officer.
(Inactive duty applicants must be favorably recommended by their unit commanding officer).

k. Must meet color perception requirements. Defective color perception is disqualifying for appointment in the following designators:

<u>LDO</u>	<u>CWO</u>
611x; 612x; 615x; 616x;	711x; 712x; 715x; 716x;
619x; 621x; 626x; 629x;	717X; 719x; 721x; 726x;
636x; 639x; 640x; 647x;	736x; 740x; 748x
648x	

7. Enlisted eligibility requirements for the active duty and inactive duty LDO Program. In addition to the eligibility requirements listed in paragraph 5, LDO applicants must also meet the following requirements:

a. Be serving as a Petty Officer First Class (E-6) or Chief Petty Officer (E-7 through E-9). An E-6 must have served in that capacity for at least 1 year as of 1 October of the year application is made. Such service shall be computed from the time-in-rate (TIR) date for an E-6. If broken service is involved, a PO1 must have served a total of at least 1 year as an E-6 as of 1 October of the year application is made.

b. E-6 applicants must complete all eligibility requirements for E-7 (except TIR and LTC) and must successfully compete in the annual Navy-wide examination for advancement to Chief Petty Officer, receiving a final multiple equal to, or greater than, the minimum final multiple for E-7 selection board eligibility. Personnel accepted to the LDO program attend leadership training via the LDO/CWO Officer Indoctrination School. Therefore Leadership Training Continuum is not required for E-6 taking the E-7 exam for the express purpose of applying for LDO. E-6 applicants must forward a copy of their most current examination profile sheet with their application. An E-6 is exempt from the requirements of this subparagraph when notification has been received by the commanding officer that the individual is a

selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized.

c. Active duty Time-in-Service (TIS) and inactive duty Total Qualifying Federal Service (TQFS) requirements:

(1) Active duty personnel must have completed at least 8, but not more than 16 years of active naval service (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 8, but not more than 16 years of total qualifying Federal service as of 1 October of the year application is made. Total qualifying Federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Both active duty and inactive duty Chief Petty Officers and Senior Chief Petty Officers with not more than 16 years of active duty or total qualifying federal service respectively may apply for both the LDO and CWO programs in the same application, but only one designator for each program may be requested.

d. CWO eligibility for the Active Duty and Inactive Duty (LTJG) LDO Program.

(1) Be serving as a Chief Warrant Officer.

(2) If applying for LDO (LTJG), CWOs must have completed at least 3 years of active duty as a CWO and no more than 19 years of total active service immediately preceding 1 October of the year application is made. Such service shall be computed from initial date of rank as a CWO and active duty base date. Applicants are ineligible to apply if they are in a one-time failure to select (1x FOS) status as a CWO as of the convening date of the boards.

8. Enlisted Eligibility Requirements for the Active Duty and Inactive Duty CWO Program. In addition to the eligibility requirements listed in paragraph 5, CWO applicants must also meet the following requirements:

a. Be a Chief Petty Officer (E-7 through E-9), including E-6 personnel, when notification has been received by the commanding

officer that the individual is a selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized, and serving on active duty or as a member of the Ready Reserve in a drilling unit (pay or non-pay) for inactive duty applicants.

b. Active Time in Service and inactive duty total qualifying Federal Service requirements:

(1) Active duty personnel must have completed at least 12, but not more than 24 years of active naval service (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 12, but not more than 24 years of total qualifying Federal service as of 1 October of the year application is made. Total qualifying Federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Active duty and inactive duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed to CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

9. Application Submission Procedures and Deadlines. Application Procedures.

a. Active and inactive duty

(1) Applicants must fill out the Officer Programs Application form and submit it via their chain of command. SEE APPENDIX F FOR MORE DETAIL ON APPLICATION.

Commander, Navy Personnel Command must receive applications as follows:

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of

LDO/CWO program normally released in March for active duty and June for inactive duty.

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-91C) postmarked not later than 1 December of the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) and be received no later than 1 April (the year the board is held).

(2) Selection board convening dates

(a) The active duty selection board will convene at Navy Personnel Command annually to consider applicants for the active duty LDO/CWO programs.

(b) The inactive duty selection board will convene at Navy Personnel Command annually to consider applicants for the inactive duty LDO/CWO programs.

b. LDO/CWO designators and categories. LDO and CWO designators are designed to provide positive identification of surface, submarine, and aviation warfare, general series, and staff corps associated personnel, and to identify a broad occupational field or technical area. The following describes the different classifications within designators and their associated warfare, general series, or staff corps fields:

(1) LDOs (61XX) or CWOs (71XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **surface warfare**.

(2) LDOs (62XX) or CWOs (72XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **submarine warfare**.

(3) LDOs (63XX) or CWOs (73XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **aviation warfare**.

(4) LDOs (64XX) or CWOs (74XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of **all other elements of naval warfare**.

(5) LDOs (65XX) or CWOs (75XX) are officers designated for duty within the respective **staff corps** of the Navy indicated by their specialty.

c. Designator Application.

(1) Surface and submarine warfare communities require LDOs and CWOs with the same or similar occupational qualifications. Candidates need not possess a particular warfare qualification to apply for an LDO/CWO designator in that particular community. Obviously, not every enlisted rating is competitively qualified for designations within different warfare communities, and application should not be made for an inappropriate category, e.g., a Gunners Mate Guns (GMG) should not normally apply for 726X, Ordnance Technician (submarine), but rather should apply for 716X, Ordnance Technician (surface).

(2) Eligible candidates may apply for up to two designators which may be in different occupational fields e.g., Ordnance Technician (716X) and Electronics Technician (718X); the same occupational field, but different warfare communities e.g., Ordnance Technician (Surface 716X) and Ordnance Technician (Submarine 726X); or a combination of the two e.g., Ordnance Technician (Submarine 726X) and Electronics Technician (Surface 718X). A candidate may not apply for dual designators as a first and second choice e.g., first choice 718X/728X, second choice, 716X/726X. Applications submitted with dual designators will be returned for the candidate to resubmit in compliance with the above designator restrictions. If a candidate feels qualified to compete in only one designator, only that designator should be requested. Eligible candidates requesting consideration for both LDO and CWO may apply for only one designator under each program. Candidates may apply for any designator they are qualified to perform.

(3) CWOs in the Nuclear Occupational Field and nuclear-trained enlisted personnel may apply only for LDO or CWO in the nuclear field 640X or 740X.

(4) LDO Administration (641X) and CWO Ship's Clerk (741X) selectees who are enlisted submarine-qualified will be detailed primarily to billets (coded SV1) in direct support of submarine warfare.

(5) Only applicants for CWO who are technical specialists with extensive knowledge and skills in the field of diving and have earned First Class (NEC 5342) or Saturation (NEC 5311) may apply for Diving Warrant Officer designator 720X. Applicants must desire to remain in diving-related billets and will be detailed to surface and submarine-related diving billets.

(6) If selected for LDO or CWO, any request for change of designator (or reversion to enlisted status for officers with

Enclosure (1)

temporary status) will not normally be approved until the initial obligation of 4 years as an LDO or CWO has been served.

(7) Selected Reservists are often uniquely qualified by education and/or civilian occupation to apply for designators outside the normal career path of their current rating. Selected Reservists who are in this category are encouraged to apply for designator(s) that closely align with either their civilian and/or military occupational specialty(ies).

10. Active Duty LDO Appointment and Service Obligation.

Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. CWOs selected for LDO will be appointed in the permanent grade of LTJG (02E) in the U.S. Navy.

NOTE: For the active duty CWO applying for appointment to LDO, the following statement shall be included as the first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for permanent appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. I understand that if I decline to accept such permanent appointment, I will remain on active duty in my permanent warrant officer grade."

b. Enlisted personnel selected for LDO will be appointed in the temporary grade of ENS (01E) in the U.S. Navy. TAR and Naval Reservists on active duty must reenlist USN prior to accepting appointment.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (N131)/PERS-801G. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Each selectee must agree to remain on active duty as an LDO for a period of 4 years from the date of acceptance of appointment and may be required to transfer from current duty location.

NOTE: For active duty enlisted applying for appointment to LDO, the following statement shall be included as first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for appointment under the Active Duty LDO Program, do agree to remain on active duty for a period

of 4 years subsequent to acceptance of such appointment. Following my acceptance of such temporary appointment as an LDO, I understand that if and when I am promoted to the grade of lieutenant as an LDO, I may be offered a permanent appointment as an LDO under Section 5589 of 10 U.S.C., and if I decline to accept such permanent appointment as an LDO, my temporary appointment will be terminated under Section 5596 of 10 U.S.C., and I will be reverted to my permanent enlisted grade."

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

11. Active Duty CWO Appointment and Service Obligation.

Selectees will be appointed as CWO only if they continue to meet all eligibility standards as specified previously. Appointments to CWO will be made in the grades as indicated below:

a. The appointment of each selectee will be to the permanent grade of CW02, except those active duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

TARs and Naval Reservists on active duty must reenlist USN prior to accepting the appointment. Appointees will be honorably discharged from their enlisted status for convenience of the government to accept a permanent appointment to officer grade.

b. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (M&P) (N131)/PERS-801G. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

c. Each selectee must agree to remain on active duty for a period of 4 years from the date of acceptance of appointment and may be required to transfer from current duty location.

NOTE: For active duty enlisted applying for appointment to CWO, the following statement shall be included as first paragraph in Applicant's Personal Statement:

"I, (NAME) _____, if selected for appointment under the Active Duty CWO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment."

d. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

12. Inactive Duty LDO/CWO Appointment and Service Obligation. Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. Canvasser Recruiters and members on active duty (ADSW or 1 year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

b. Naval Reservists who are assigned to Presidential Selected Reserve Call-up (PSRC) or 1-year to 3-year Recall (mobilization) on ADSW orders may seek appointment to LDO/CWO via the Inactive Duty LDO/CWO Program. Naval Reservists who are selected under the Inactive Duty LDO/CWO Programs must have gaining command or theater commander revalidation of their assignment based on the commissioned grade. If their assignment in their newly commissioned grade cannot be validated, their active duty status will be terminated. In any case, they will receive permanent appointments in the Naval Reserve.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by PERS-91C. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Selectees must continue serving in the Ready Reserve until the appointment is tendered. Upon acceptance, each selectee must agree to remain in the Ready Reserve for a period of 3 years from the date of acceptance of appointment.

NOTE: As the first paragraph in Applicant's Personal Statement (page 2-14), member must sign and have the following statement witnessed by an E-7 or above): "I, (NAME)_____, if selected for appointment under the Naval Reserve LDO/CWO Program, do agree to accept such appointment, and further agree to remain in the ready reserve for a period of 3 years subsequent to acceptance of such appointment. I understand that, if selected for appointment to either the Naval Reserve LDO or CWO program, I will be honorably discharged from the Enlisted status for the convenience of the government and will be given a permanent appointment as an LDO or CWO. I, (NAME)_____, certify I have maintained satisfactory drill attendance while serving with a drilling unit of the Naval Reserve of at least 1 year as of 1 October (year in which application is made)."

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

f. Appointments to LDO will be made in the grades as indicated:

(1) CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the Naval Reserve. CWOs selected for LDO with at least 4 years and 1 day of cumulative active duty service to include (ADSW/AT) will be appointed in the permanent grade of LTJG (02E).

(2) Enlisted personnel selected for LDO will be appointed in the permanent grade of ensign (01) in the Naval Reserve. Enlisted personnel selected for LDO with more than 4 years of active duty service will be appointed in the permanent grade of ensign (01E).

(3) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

g. Appointments to CWO will be made in the grades as indicated:

(1) Selectees will be appointed to permanent grade of CW02 in the Naval Reserve, except that inactive duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

(2) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

(3) Canvasser Recruiters and members on active duty (ADSW or 1 year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

13. Information and Guidance for Active Duty and Inactive Duty Commanding officers. Upon receipt of an application the commanding officer will:

a. Appoint a panel of commissioned officers to interview the applicant and review applicant's qualifications for the program. Use the Interview's Appraisal Sheet (NAVCRUIT 1100/3) in Chapter 2.

b. Provide a recommendation using the Commanding Officer's Recommendation section of OPNAV 1420/1 form included in the Officer Programs Application ensuring the applicant meets all eligibility criteria. Identify and make recommendations in cases where waivers are required.

c. Commanding officer's recommendation should include information concerning the member's military and professional performance, degree and scope of technical competence and supervisory ability in present rating, potential to perform as a commissioned officer, and ability to accomplish officer technical management and specialist functions of the program(s) and category(ies) requested.

d. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as commissioned officers should be recommended for these programs. A candidate must receive a favorable endorsement from the commanding officer (unit CO for SELRES personnel) to be eligible to apply for these programs.

e. If a commanding officer feels an individual is not qualified for LDO/CWO, the package should not be forwarded. Individuals not receiving a favorable endorsement are to be

counseled on what they need to do to improve their records to ultimately receive a favorable endorsement.

f. If the applicant is transferred prior to submitting the application, a letter of recommendation from the applicant's last commanding officer will be forwarded to the new commanding officer for inclusion with the application when submitted.

g. Forward applications (in specified postal format below, all CAPS, no punctuation except a hyphen in the zip code) to:

Active duty: COMMANDER
 NAVY PERSONNEL COMMAND (PERS-801G)
 5720 INTEGRITY DRIVE
 MILLINGTON TN 38055-8010

Inactive duty: COMMANDER
 NAVY PERSONNEL COMMAND (PERS-91C)
 5720 INTEGRITY DRIVE
 MILLINGTON TN 38055-9200

14. Information and Guidance for Applicant Interviews

a. A panel consisting of three officers is required. Use the Interviewer's Appraisal Forms (NAVCROUT 1100/3) provided in Chapter 2, Officer Programs Application. Only the appraisal forms provided in Chapter 2 will be accepted.

b. Panel of three officers will conduct interviews. If this is not possible, interviews can be conducted separately. The senior member of the interview panel should be a lieutenant commander or above. The officer(s) conducting the interviews should be in paygrades 02E (02 for inactive duty)/CWO2 (with 2 years TIG) and above. Every effort will be made to ensure at least one board member is an LDO or CWO, of the appropriate grade. The interviewing board should, whenever possible, be composed of officers who are not in the applicant's command or at least not directly in the chain of command.

15. Medical Examination Information. A Farnsworth Lantern (FALANT) test must be administered to determine color vision for specific designators listed in paragraph 6k. Defective color vision is disqualifying for those designators. No waivers will be considered.

16. Administrative Information

a. Change of address. Applicants must notify NAVPERSCOM (PERS-801G), active duty programs, or (PERS-91C), inactive duty programs, in writing of any change in mailing address. Members

Enclosure (1)

must notify PERS-801G or PERS-91C if selected for another commissioning program or separated from the Navy.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to selection or acceptance of appointment. An applicant wishing to withdraw should notify NAVPERSCOM (PERS-801G for active duty or PERS-91C for inactive duty) of his/her desires by correspondence.

(2) A commanding officer shall immediately inform NAVPERSCOM (PERS-801G/PERS-91C, as appropriate), and the applicant, if they remove his/her LDO or CWO application from the selection board.

c. Advancement in Rating: Enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E-7 and E-8/E-9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-801G or PERS-91C) before the convening dates of the enlisted selection boards. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of paragraph 723 of the Manual of Advancement (BUPERSINST 1430.16).

d. Selectees may not be discharged prior to normal expiration of enlistment and reenlistment, as prescribed by MILPERSMAN 1160-030 if their expiration of enlistment, including any extensions, is subsequent to the date of appointment.

e. Refer to OPNAVINST 1160.6A regarding eligibility for and payment of Selective Reenlistment Bonus in connection with appointment to LDO or CWO status.

f. Active duty selectees for LDO (Ensign) and CWO will be required to attend Officer Indoctrination School in Pensacola, FL. Attendance will normally occur enroute to the first duty station and normally not later than the end of the Fiscal Year of appointment/commission. Selectees to be assigned to the Department of Energy in Naval Reactors Representatives Offices are exempt from this requirement. Naval Reserve selectees for LDO (Ensign) and CWO are required to attend the Direct Commission Officer Course in Pensacola, FL.

17. Inquiries. Information and questions concerning the LDO/CWO Programs should be addressed to:

Active duty programs: COMMANDER
NAVY PERSONNEL COMMAND (PERS 801G)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-8010
(901) 874-3170/DSN 882
Email: p801G@persnet.navy.mil

Inactive duty programs: COMMANDER
NAVY PERSONNEL COMMAND (PERS 91C)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-9200
(901) 874-4515/DSN 882
Email: p91C@persnet.navy.mil

18. List of Normal Path of Advancement for LDO/CWO

SURFACE/SUBMARINE

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
BM/QM/SM/ET (14NM) Note 1	BOATSWAIN (711X/721X)	DECK (611X/621X)
OS/CTT-EW/STG Note 7	OPERATIONS TECHNICIAN (712X)	OPERATIONS (612X)
IC/EN/MM/GS/EM	ENGINEERING TECHNICIAN (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML/HT/DC/MR	REPAIR TECH (714X)	N/A
ANY RATING QUALIFIED IN NAVAL SPECIAL WARFARE	SPECIAL WARFARE TECHNICIAN (715X)	SPECIAL WARFARE (615X)
FC/GMG/GMM/GM/MN/FT/ FTG/MT/TM/MM Note 2	ORDNANCE TECHNICIAN (716X/726X)	ORDNANCE (616X/626X)
ANY RATING QUALIFIED SPECIAL WARFARE AND WITH SNEC 535X	SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (717X)	N/A
ST/FTG/FC/FT/ET/ CTT-EW (NEC-17XX) Note 3,7	ELECTRONICS TECHNICIAN (718X/728X)	ELECTRONICS (618X/628X)
IT/ET (14CM) Note 4	COMMUNICATIONS TECHNICIAN (719X)	COMMUNICATIONS (619X/629X)
ANY RATING QUALIFIED AND DESIGNATED FIRST CLASS DIVER WITH NEC	DIVER (720X)	N/A

5342 OR NEC 5311		
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AVIATION

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ABE/ABF/ABH/AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECHNICIAN (732X)	AVIATION OPERATIOINS (632X)
AD/AME/AM/PR/AS/AZ /AF	AVIATION MAINTENANCE TECHNICIAN (734X)	AVIATION MAINTENANCE (633X)
AO	AVIATION ORDNANCE TECHNICIAN (736X)	AVIATION ORDNANCE (636X)
AV/AT/AE	AVIATION ELECTRONICS TECHNICIAN (738X)	AVIONICS (638X)
AC	N/A	AIR TRAFFIC CONTROL (639X)

STAFF

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
DK/SH/SK/AK/MS/PC	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY (651X)
MS	FOOD SERVICE WARRANT (SC) (752X)	N/A
BU/CE/CM/UT/UC/EA/EO SW/CU/EQ	CIVIL ENGINEER CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER CORPS (CEC) (653X)
LN	N/A	LAW (655X)

GENERAL SERIES

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ANY RATING QUALIFIED IN NUCLEAR POWER	NUCLEAR POWER TECHNICIAN (740X)	NUCLEAR POWER (640X)
YN/PN/NC/RP	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
IT/ET/IS Note 5	DATA PROCESSING TECHNICIAN (742X)	DATA PROCESSING (642X)
MU	N/A	BANDMASTER (643X)
CT-EW/IS/EW NOTE 6,7	CRYPTOLOGIC TECHNICIAN (744X)	CRYPTOLOGY (644X)
IS	INTELLIGENCE TECHNICIAN (745X)	INTELLIGENCE (645X)
AG	N/A	METEOROLOGY/ OCEANOGRAPHY (646X)
PH/IS/JO	N/A	PHOTOGRAPHY (647X)
ANY RATING QUALIFIED IN EOD. CWO APPLICANTS MUST POSSESS NEC 5336 OR 5337. LDO APPLICANTS MUST POSSES NEC 5334, 5335, 5336 OR 5337	EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN (748X)	EXPLOSIVE ORDNANCE DISPOSAL (648X)
MA	SECURITY TECHNICIAN (749X)	SECURITY (649X)

Notes:

- 1 - ET (14NM) MUST HAVE QM TRAINING.
 - 2 - MM (4232 AND 4233)
 - 3 - ET(NM), ET (SM) AND ET (EM)
 - 4 - IT AND ET(14CM) MUST HAVE COMMUNICATIONS EXPERIENCE.
ET(14CM) MAY ONLY APPLY FOR 629X.
 - 5 - ET/IS MUST HAVE ADP MAINTENANCE/DATA BASE EXPERIENCE.
 - 6 - Only CT-EW/IS personnel may apply. After 1 October 2003,
delete references to the EW rating.
 - 7 - After 1 October 2003, delete references to the EW rating.
NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR FOR WHICH
QUALIFIED.
- NO PATH INTO 643X DESIGNATOR UNDER THE INACTIVE DUTY LDO PROGRAM.

2 May 2003

Chapter 8

SEAMAN TO ADMIRAL-21 (STA-21) PROGRAM

1. Purpose. To provide administrative guidance for the STA-21 program for enlisted personnel of the Regular Navy and the Naval Reserve including Training and Administration of the Reserve (TAR) and Selected Reserve (SELRES) who apply for this program.

2. Applicability. This program is open to enlisted personnel of all pay grades and ratings who meet eligibility requirements in paragraph 6 below. Since STA-21 replaces several previously available commissioning paths, including the Enlisted Commissioning Program (ECP), Seaman to Admiral (STA), Broadened Opportunity for Officer Selection and Training (BOOST), and enlisted applications to the NROTC Scholarship Program, this chapter should be reviewed in its entirety.

3. References

- (a) OPNAVINST 1160.6A
- (b) OPNAVINST 1560.9
- (c) BUPERSINST 1780.1
- (d) NAVMED P-117
- (e) OPNAVINST 6110.1F
- (f) OPNAVINST 5350.4C
- (g) MILPERSMAN 1131-010
- (h) SECNAVINST 1120.6

4. Sections

- 1. Abbreviated List of Technical/Non-Technical Majors
- 2. List of STA-21 Option Programs
- 3. Sample STA-21 Application Cover Letter
- 4. STA-21 Application Data Form
- 5. Sample Commanding Officer's Endorsement for STA-21 Application
- 6. Commanding Officer Recommendation Form
- 7. Nomination Review Board Chairperson Recommendation Form
- 8. Interview Verification Form
- 9. Interviewer's Appraisal Sheet (NAVCRUIT 1100/13)
- 10. Statement of Understanding - Nuclear Option

5. Background

a. STA-21 is a commissioning program that provides an excellent opportunity for highly motivated active duty enlisted

Enclosure (1)

2 May 2003

personnel in the Navy or Naval Reserve, including Training and Administration of the Reserves (TAR), Selected Reserve (SELRES), and Navy Reservists on active duty. Excluded are those on active duty for training (ACDUTRA) to include annual training (AT), initial active duty for training (I-ACDUTRA), or Active Duty for Special Work (ADSW) to complete requirements for a baccalaureate degree and earn a commission in the Unrestricted Line (URL), Nurse Corps (NC), Supply Corps (SC), Civil Engineer Corps (CEC), or Special Duty Officer (Intelligence, Cryptology). Although the applicant's history of fleet performance will receive consideration during the selection process, emphasis will also be placed on the identification of those applicants who possess both the academic and leadership potential necessary to become outstanding naval officers. STA-21 has three components:

(1) BOOST: A 3- or 6-month college preparation program located at Naval Education and Training Center (NETC), Newport, RI. A limited number of selected STA-21 participants will be chosen by Chief of Naval Education and Training (CNET) to attend BOOST to improve academic skills before attending the Naval Science Institute (NSI).

(2) NSI: A 9-week course of intensive officer preparation and indoctrination at NETC attended by all selectees en route to their university assignment.

(3) Full-time, year-round study for up to 36 months at an NROTC-affiliated university. All selectees will be ordered to an NROTC unit on a permanent change of station (PCS) basis, and may choose to enroll in either the NROTC host institution or one of its affiliated cross-town universities as listed in Appendix B. STA-21 officer candidates will participate in drills with their NROTC unit, attend the two Naval Science leadership courses, and are strongly recommended to hold leadership positions within the unit. STA-21 officer candidates do not participate in the NROTC midshipman cruises. They remain on campus to attend classes during summer academic sessions.

b. STA-21 students receive full pay and allowances for their enlisted pay grades and are eligible for advancement while participating in the program. To ensure study materials are available, all requirements for the next advancement exam should be completed prior to detaching from the present command. Entitlement to the Selective Reenlistment Bonus (SRB) is as specified in reference (a).

Enclosure (1)

2 May 2003

(1) All special duty assignment pays (SDAP) cease upon transfer to NSI. If designated for attendance at BOOST school prior to reporting to NSI, SDAP will cease upon transfer to BOOST.

(2) Some special pays may continue for those individuals selected for and participating in the STA-21 Special Warfare or Special Operations Option programs, if specific program qualifications are maintained as directed by the officer community managers (N131H and N131X respectively). Maintenance of certain naval special warfare and special operations skills enhances safety and is more cost effective than periodic retraining that is required when such skills lapse.

c. STA-21 students receive up to \$10,000 per year, paid to the university by CNET to supplement costs of tuition, books, and fees (i.e., if tuition, fees, and book costs total \$7,000, only \$7,000 will be paid out by the STA-21 program; if tuition, fees and book costs total \$13,000, the selectee must pay \$3,000). The \$10,000 is disbursed in increments by school term. Therefore students receive \$4,000 for the Fall and Spring term and \$2,000 for Summer term. Students attending quarter schools receive \$2,500 per quarter. STA-21 students are not eligible for tuition assistance under the Navy's Tuition Assistance Program as specified in reference (b), nor are they eligible to use their Montgomery GI Bill (MGIB) educational benefits as specified in reference (c), nor are they eligible to use Veterans' Educational Assistance Program (VEAP) benefits.

d. Education. Section 1 provides an example of technical and non-technical degrees. Specific degree requirements for option programs are listed in section 2. Unless otherwise specified in section 2, selectees are strongly encouraged to pursue technical degree programs and are required to complete degree requirements in not more than 36 calendar months, attending school on a full-time, year-round basis. All STA-21 participants, except for Nurse Corps (NC) Option selectees, must complete two semester courses each of engineering-level calculus and calculus-based physics equivalent to 6 semester hours of each subject prior to graduation.

e. Following completion of NSI, all participants will enroll in college studies. Enrollment may begin as early as the summer semester following selection notification or later depending upon assigned reporting date and program option. Based upon college-level credits already earned by STA-21 participants, advanced academic standing may be granted at the

Enclosure (1)

2 May 2003

discretion of the individual university. Students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

f. Under the STA-21 Core Option, community selection occurs during the final year of academic study. Following graduation, participants enter the Unrestricted Line (URL), which includes communities of Aviation Warfare (Pilot or Naval Flight Officer (NFO)), Submarine Warfare, Surface Warfare, Special Operations, and Special Warfare. In addition to the Core Option, there are options available for entry into specific target communities upon selection to STA-21. Options include Nuclear (surface and submarine), Surface Warfare Officer (SWO), Pilot, NFO, Special Warfare, Special Operations, Civil Engineer Corps, Nurse Corps, Special Duty Officers (Intelligence or Cryptology), and Supply Corps. Sailors may submit applications for the STA-21 Core Option, one of the target group options, or the Core Option plus one target group option. Applicants may not apply for more than the STA-21 Core Option plus one target group option. Those desiring selection to a target group option are advised to also apply to the Core Option, if eligible, as an alternative that offers selection to other officer communities or even to the community of choice at a later time. Section 2 provides detailed information regarding STA-21 option programs.

g. STA-21 is available at the NROTC-affiliated universities listed in Appendix B. Applicants selected for the Nuclear or Nurse Corps (NC) Options will attend only those universities offering the Nuclear and/or NC Options as shown in Appendix B. CEC Option participants must complete an Accreditation Board for Engineering and Technology (ABET) engineering degree or National Architectural Accrediting Board (NAAB) architecture degree.

6. Eligibility Requirements

- a. Be a citizen of the United States. No waivers.
- b. Be recommended by the commanding officer as having good moral character, officer potential, and unquestionable loyalty to the United States.
- c. Be serving on active duty in the U.S. Navy or Naval Reserve including TAR, or SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT, ADSW, and I-ACDUTRA. Individual option programs may have additional requirements and specific restrictions. Refer to section 2 for community-specific information.

Enclosure (1)

2 May 2003

d. Be a high school graduate. High school diploma or equivalency certificates based upon military education experience and General Equivalency Diploma (GED) test results are acceptable to meet the educational requirements if issued by the Department of Education of a State, Commonwealth, or Territory of the United States of America or the District of Columbia.

e. Be able to complete requirements for a baccalaureate degree in 36 months. Applicants are encouraged to accrue as many fully transferable semester hours of earned credit as possible before beginning STA-21. Credits obtained through regionally accredited colleges or universities or the Navy College Program for Afloat College Education (NCPACE) program are considered fully transferable. Many universities do not accept all transferable credits because of their individual policies governing transfer of credits. Non-traditional credits (military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than NCPACE, etc.) should be used to obtain advanced academic standing to the maximum extent permitted by the university in which enrolled. Normally, credits obtained from foreign institutions are accepted; however, again, not all are considered fully transferable. Navy College Office counselors should be contacted for educational counseling to include determination of which credits will transfer to specific universities.

f. Be able to complete degree requirements and be commissioned prior to 31st birthday. Waivers of this requirement may be considered understanding that specific age requirements for certain STA-21 option programs differ. These are addressed in section 2.

g. Maintain a cumulative grade point average (GPA) of 2.5 or better on a 4.0 scale while enrolled in STA-21. Certain STA-21 option programs may have different requirements and are addressed in section 2.

h. Have a certified copy of Scholastic Assessment Test (SAT) or ACT Assessment (ACT) test scores no older than 3 years from application due date. A minimum score of 1000 SAT (with minimum scores of 500 math and 500 verbal) or 41 ACT combined math/English (with minimum scores of 21 math and 20 English) is required. No waivers will be considered. Certain STA-21 option programs have more stringent requirements and are addressed in section 2.

Enclosure (1)

2 May 2003

i. Meet physical commissioning standards for appointment in the URL, CEC, SC, Special Duty Officer (Intelligence, Cryptology), or NC as prescribed in reference (d) and the physical fitness standards as prescribed in reference (e). Applicants must keep CNET (N79A5/STA-21) advised of any significant changes to physical status, e.g., broken bones, pregnancy, surgery, etc., which occur after the physical examination is completed.

j. Have no record of court-martial convictions or civilian felony convictions. Have no record of driving while intoxicated (DWI) or driving under the influence (DUI) within the 3 years preceding application due date. Have no record of disciplinary action under Article 15, Uniform Code of Military Justice (UCMJ), or conviction by civil court for misdemeanors (except minor offenses that impose a fine of \$300 or less, exclusive of court charges) during the 3 years preceding application due date. Substantiated alcohol-or drug-related incidents while in an enlisted status are considered an aspect of an individual's performance and judgment and will be considered when assessing future leadership potential. Applicants who are alcohol dependent must have successfully completed the appropriate regimen of treatment and education per reference (f) and have remained alcohol free for the period of 3 years preceding application due date.

k. Maintain eligibility requirements of paragraph 6 during the application period and during participation in the program.

l. Have passed a Physical Fitness Assessment (PFA) Test taken within the year of application. Command should administer special PFA if needed to meet this requirement. A failing PFA is disqualifying for this program.

m. Have submitted all documentation listed in paragraph 7 (Application Procedures). Omission of documentation may be disqualifying for this program.

n. Students presently enrolled in other officer accession programs are not eligible.

o. Individuals who have already obtained their bacca-laureate degree are not eligible for STA-21 and should apply directly for Officer Candidate School (OCS). OCS application procedures can be found in Chapter 4.

Enclosure (1)

2 May 2003

7. Application Procedures

a. The STA-21 application has two parts. The first part is completed on-line at www.sta-21.navy.mil. The second part is mailed to CNET (N79A5/STA-21) and is illustrated in section 3. Application information and blank forms, including the Commanding Officer's Recommendation Form, Nomination Review Board Chairperson Recommendation Form, Interview Verification Form, and Interviewer's Appraisal Sheets, are available for download on the web at www.sta-21.navy.mil. If web access is not available, sections 3 through 9 provide printed copies of application materials. Application must be submitted via the applicant's commanding officer and be postmarked no later than 1 July of the application year to ensure complete screening and processing prior to convening of the selection board. Applications postmarked after 1 July will not be considered unless the commanding officer's endorsement provides a compelling reason. Deployment, in and of itself, is not justification for late submission of an application.

b. Applications contain information crucial to the selection process. Each document required in the application presents information that is carefully weighed by the selection board to arrive at a final board score. Incomplete or missing documents will reduce an applicant's competitiveness and in some cases may be disqualifying. Carefully read each of the following subparagraphs and section 3 to ensure submission of correct and complete documents. The CO's endorsement, recommendation forms, and interview appraisal sheets should be placed on top of the applicant's cover letter and the entire package secured with a binder clip in the upper left corner. Clam clips, paper clips, and staples should not be used. Documents printed in landscape should have the top of the page facing right. Do not place applications in document protectors, notebooks, spiral binding or report covers. All transcripts should be removed from their envelopes and marked as enclosures to the application. **Nuclear Option applicants must submit an original and one (1) copy of their application.** Applications must include the following in the order indicated:

(1) STA-21 Application Cover Letter for consideration (section 3).

(2) STA-21 Application Data Form (section 4) or submitted through website: www.sta-21.navy.mil. (Do not submit the STA-21 Data Form if an application is submitted via the website.)

Enclosure (1)

2 May 2003

(3) A personally composed and signed one-page typed statement presenting reasons for desiring STA-21 participation and the applicant's professional/vocational intentions in a specific designator of the URL of the U.S. Navy. Comprehension of and motivation for a selected designator(s) of the URL are of significance to the selection board. (Exceptions: STA-21 CEC Option, STA-21 Supply Corps Option, STA-21 Special Duty Officer (Intelligence, Cryptology), and STA-21 Nurse Corps Option applicants should address specific desires for their selected target group option.) Include name, rate/rank, and SSN on the statement. Ensure the statement is signed and dated.

(4) Certified copies of the last five "observed" enlisted evaluations, if available. "Not-Observed" evaluations should be included for continuity purposes. Special evaluations are not required.

(5) Certified copies of SAT or ACT assessment scores from a test taken within 3 years of application due date. As it usually takes at least 4 to 6 weeks to obtain test results, early registration and testing are essential. It is the applicant's responsibility to ensure that a certified copy of test results is included in the application package. Test results can be released directly from the testing agency by marking Release Code 0493 on the test registration form. For any previous testing, scores may be released from the testing agency by using an additional score release request form and indicating Release Code 0493. The applicant is responsible for ensuring CNET (N79A5/STA-21) receives the scores.

(6) Pilot and NFO Options only: Certified copy of Aviation Selection Test Battery (ASTB) scores.

(7) Certified copies of academic transcripts from each secondary (high) school, technical school, and college attended. A transcript combining credits from several schools is not sufficient. Transcripts must be legible and not altered in any way. Failure to disclose all academic records will result in disqualification. Final grade reports for courses in which the applicant is enrolled at the time of application will be accepted by mail or electronic facsimile (FAX) transmission until 30 July, if the application package was postmarked by 1 July. The CNET FAX number for STA-21 is commercial (850) 452-2486/DSN 922-2486. *Note: If service record includes copies of these documents, the applicant's administrative office may certify them to be true copies. Applicant should include his/her transcripts with the application and forward directly to*

Enclosure (1)

2 May 2003

CNET (N79A5/STA-21). No requirement exists for submission of official transcripts directly from the educational institution to CNET. Transcripts received by the applicant should be removed from their envelopes and labeled as enclosures to the application.

(8) Certified copy of GED test results issued by the Department of Education of a State, Commonwealth, or territory of the United States of America or the District of Columbia (if applicable).

(9) Certified copy of Sailor/Marine American Council on Education Registry Transcript (SMART). Note: Applicants should have their Administration office certify as true copies the SMART transcripts obtained from service record or downloaded from the Internet.

(10) Nuclear Option only. Applicant's current photograph (color or black and white) taken within the year of application. Use Officer Submission Sheet, NAVPERS 1070/10, S/N 0106-LF-015-6500. Photograph will be approximately 4" wide x 5" high, full-length, three-quarter view, uncovered with left shoulder forward, against a contrasting background. Uniform will be dungarees or utility (short or long sleeves) for E-6 and below and khaki for E-7 and above. The applicant's name and the date the photograph was taken must appear in the photograph.

(11) Additional documents such as award citations, qualifications, and letters of recommendation or appreciation. Copies of Page 4 and Page 7 of the member's service record may be included as additional documentation. Applicants are encouraged to include other documents that demonstrate leadership qualities while involved in extracurricular activities/volunteer work. Sailors who are junior in the Navy may want to include awards and certificates earned in high school.

(12) Certified copy of PFA results from a test taken within the year of application.

(13) Nuclear Option only. Signed and dated Statement of Understanding, page 13 Administrative Remarks (section (10)). A copy should also be filed in candidate's service record.

c. The commanding officer's recommendation, composed of sections 5 and 6, is the single most important element of the application package. Due to the high value accorded the

Enclosure (1)

2 May 2003

endorsement, the following subparagraphs should be read in their entirety by the commanding officer. Upon receipt of an application, the commanding officer will:

(1) Appoint a board of three URL Navy officers (Lieutenant (0-3) or above) to interview and evaluate each applicant. All board members must read this Chapter prior to conducting the interview. Each board member must complete section 9, Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), including the interviewer's opinion concerning the applicant's motivation and potential for a career as a naval officer, aptitude for advanced academic study, and personal maturity. As applicants for STA-21 will likely be top performers, the interviewers' opinions will have significant influence on the selection board. Although not stated on the form, board members shall annotate their rank, designator, and job title on their respective appraisal sheets. (Exception: CEC, NC, Special Duty Officer (Intelligence, Cryptology), and SC applicants should have at least one officer from their prospective community on the board. It is acceptable for all three board members to represent the applicant's prospective officer community, but this is not required. Limited Duty Officers (LDOs) in the appropriate restricted line community may also serve as board members for applicants to the target group option community.)

(2) Personally interview each applicant.

(3) Although no physical exam is to accompany the STA-21 application, commanding officers should determine from the individual's medical record and interview whether the applicant appears to be physically qualified, as a preliminary screening. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20, excessive refractive error, or applicant is out of height/weight/body fat standards. Any color vision deficiency is disqualifying for a commission in the URL, but is not disqualifying for selection to the CEC, SC, Special Duty Officer (Intelligence, Cryptology), or NC Options. Applicants considering Pilot or NFO as their primary option are encouraged to complete a Student Naval Aviator physical prior to application to ensure they are physically qualified for aviation duty. Upon selection to the STA-21 Program, Bureau of Medicine and Surgery (BUMED) physical examination instructions will be sent to the selectees and alternates.

(4) Provide an endorsement section 5 to the applicant's letter that is preferably no more than one page in length.

Enclosure (1)

2 May 2003

Complete the Recommendation Form, Section 6, and the Interview Verification Form, Section 8. In the endorsement, the commanding officer should:

(a) Make a recommendation. The commanding officer must recommend only those members who possess leadership potential, motivation for sustained outstanding performance as an officer, and the academic ability to complete a demanding college curriculum. Specifically cite accomplishments, contributions, and demonstrated leadership in bullet phrases. In the event multiple applications for the same option program or Core Program are submitted from a single command, they must be rank ordered (e.g., #1 of 3) by the commanding officer. In the event of multiple applications for different options or Core Program, rank separately within the option (e.g., #3 of 12 SWO candidates). If the applicant is not recommended, state so and the reason therefore.

(b) Provide, as enclosures, the board's completed, typed, and signed Interviewer's Appraisal Sheets. An appraisal sheet is not complete unless it has rank, designator, and job title of the appraiser. NOTE: Designator is NOT a job title.

(c) Provide in the endorsement a compelling reason if the application will not be postmarked by the 1 July deadline. Without a compelling reason, applications postmarked after the 1 July deadline will not be considered.

(d) Once the command receives the application from the applicant and provides an endorsement letter that includes the required sections, the application package should be forwarded to the Nomination Review Board. It should not be returned to the applicant.

(5) Establish a Nomination Review Board to review the applicant's entire package including commanding officer's endorsement and Interviewer's Appraisal Sheets from the first board. This second board should consist of three URL Navy officers (Lieutenant (0-3) and above) not from the applicant's command, including one chairperson currently serving as a commanding officer and not subordinate to the applicant's commanding officer. This second board must read this chapter prior to conducting the interview and evaluation. Each board member must complete section 9, Interviewer's Appraisal Sheet (NAVCROUT 1100/13), including the interviewer's opinion concerning the applicant's motivation and potential for a career as a naval officer, aptitude for advanced academic study, and

Enclosure (1)

2 May 2003

personal maturity. As applicants for STA-21 will likely be top performers, the interviewers' opinions will have significant influence on the selection board. Although not stated on the form, board members shall annotate their rank, designator, and job title on their respective appraisal sheets. (Exception: CEC, NC, Special Duty Officer (Intelligence, Cryptology), and SC applicants should have at least one officer from their prospective community on the board. It is acceptable for all three board members to represent the applicant's prospective officer community, but this is not required. LDOs in the appropriate restricted line community may also serve as board members for applicants to the target group option community.) After completion of this board, the Chairperson shall complete the Recommendation Form, section 7, sign the Interview Verification Form, section 8, and forward the package back to the applicant's commanding officer for mailing to CNET.

(6) Upon receipt of the completed package from the Nomination Review Board Chairperson, commands shall forward all STA-21 applications to:

CHIEF OF NAVAL EDUCATION AND TRAINING
CNET (N79A5/STA-21)
250 DALLAS ST
PENSACOLA FL 32508-5220

Applications should not be returned to the applicant for mailing.

(7) Commanding officers who are unable to comply with paragraphs 7c(1) and 7c(5) shall provide in their endorsement an explanation of why the directed process could not be followed (i.e., isolated unit or deployment where other board members are not available or circumstances in which second board members were drawn from within the applicant's command). Applicants whose commands cannot comply with the Nomination Review Board requirement will not be penalized in the selection process.

9. General Information

a. Applicants are responsible for submitting complete applications and must adhere strictly to the application procedures. Appendix G is provided to assist in the submission of a complete application. The most common errors found are:

2 May 2003

(1) Applications are mailed after the application deadline without a compelling explanation for the late submission from the commanding officer in his/her endorsement.

(2) Sections to the application letter, section 3, left blank or unsigned.

(3) Applicant took SAT or ACT test too late for the scores to arrive at CNET in time for the selection board or submitted scores that are too old. This is a disqualifier.

(4) SAT/ACT test scores are below minimum program requirements. There are no waivers.

(5) Interview Sheets do not indicate designator and/or job title of the interviewer. (Type or print job title in margin or above name. It is not printed on form.) LDO or Chief Warrant Officer (CWO) erroneously used as interviewers for the URL Program or without explanation.

(6) Personally composed statement does not include professional, vocational, or designator intentions of member (his/her goals as an URL officer), or states a Staff Corps or Restricted Line category other than CEC, SC, Special Duty Officer (Intelligence, Cryptology), or NC.

(7) Missing CO recommendation. A statement of "forwarded" or "forwarded for consideration" is not a recommendation.

b. A selection board will be convened annually in September by CNET to pick the primary group of program participants and a group of alternates as potential replacements should primary participants become ineligible for the program or fail to gain entrance to the university portion of the program. Additionally, selectees' applications will be reviewed to determine those designated to attend BOOST before entering college. STA-21 (Nuclear Option) selectees will not be considered for BOOST.

c. Each applicant must keep CNET (N79A5/STA-21) advised by mail, e-mail, web page response, 1-800-NAVROTC (1-800-628-7682), or FAX (commercial (850) 452-2486/DSN 922-2486) of any change in address or telephone number from those provided in the application package, and of any change in physical status at any time.

Enclosure (1)

2 May 2003

d. Upon notification of selection, selectees will be required to submit to CNET (N79A5) their college acceptance letter(s), degree plan(s), and pre-commissioning physical. Delay in CNET receipt of this information may jeopardize the selectees' chances of being placed at their first choice university/college or may result in call-up of an alternate.

e. College placement will be done following the selection board to allocate selectees to specific NROTC units. Assignment to a university will be based primarily upon the participant's desires, academic performance, and NROTC unit capacity. Assignment to other than the first choice university may be made if considered in the best interest of the Navy or the selectee. Selectees and alternates are responsible for submitting applications and gaining admission to their desired university. Applicants must meet application deadlines at their choices of universities. Acceptance by an NROTC university does not guarantee assignment to that university. Special Warfare and Special Operations Option applicants should consider colleges or universities located in regions where special qualifications can be maintained. Nuclear Option applicants may only apply to schools designated in Appendix B.

f. Application materials will be retained as part of the STA-21 selectees' academic file. Non-selectees' applications will not be returned to the applicants. Applicants should ensure they retain a complete copy of their package and that original documents are not submitted if not required by this chapter.

g. Commissioning age restrictions apply for certain officer communities as specified in reference (g) and section 2. These restrictions are subject to change. They are applicable to specific STA-21 option programs and when applying for a designator (also known as community selection) just prior to commissioning.

h. All STA-21 participants must successfully complete the NSI prior to university entrance. Successful completion of BOOST, if assigned, is required to continue in the STA-21 Program.

i. All STA-21 participants will maintain physical fitness standards and will be required to meet officer accession standards as prescribed by CNETINST 1533.12G and reference (e).

Enclosure (1)

2 May 2003

j. If disenrolled from STA-21 at any time, students will be issued PCS orders to new assignments to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer.

10. Transfer Policy. Candidates for STA-21 who receive PCS orders on or after the STA-21 application deadline shall not be transferred until officially notified of selection or nonselection to STA-21. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for STA-21 and that orders (cite TC number) are being held in abeyance until notification of selection or non-selection is received. If the applicant is selected, the commanding officer shall notify the orders-originating authority that the individual has been selected and that the orders are considered canceled. If the applicant is not selected for STA-21, the command should transfer the individual and notify the orders-originating authority that the orders have been executed, referencing the previous correspondence that held the orders in abeyance. Nuclear Field applicants selected for STA-21 while serving, as students at Naval Nuclear Power Training Command (NAVNUPWRTRACOM) or Naval Nuclear Power Training Unit (NAVNUPWRTRAU) will be transferred per local instructions for enlisted personnel selected for a commissioning program.

11. Service Obligation

a. Upon receipt of PCS orders to STA-21, each selectee will be required to acquire a 6-year active service obligation by extending or reenlisting. Selectees are authorized by reference (g) to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Upon execution of an extension, the following entry shall be made on Page 1A of the service record:

"Reason for Extension: Education (STA-21). I understand that, upon admission to a university under this program, this extension becomes binding and may not thereafter be canceled except as provided in the MILPERSMAN."

b. STA-21 disenrollees will be issued PCS orders and are required to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer.

Enclosure (1)

2 May 2003

c. Upon commissioning, 5 years of active commissioned service are required of all STA-21 officer candidates except Pilot and NFO Option participants (see section 2 for information regarding obligated service requirements).

d. Those who complete degree requirements, but fail to be commissioned, will be obligated for 5 years of enlisted service from the date of program disenrollment.

e. Additional obligated service may be incurred as a result of special training received following commissioning.

12. Forms

a. The following forms are available at <http://web1.whs.osd.mil/icdhome/DDEFORMs.htm>:

DD Form 2808, Report of Medical Examination
DD Form 2807-1, Report of Medical History

b. The following forms are available from the STA-21 web site (www.sta-21.navy.mil):

STA-21 Application Data Form
Commanding Officer's Recommendation Form
Nomination Review Board Chairperson Recommendation Form
Interview Verification Form
Interviewer's Appraisal Sheet, NAVCRUIT 1100/13 (Rev. 3-81)
STA-21 Application Checklist

2 May 2003

SECTION 1
LIST OF TECHNICAL /NON-TECHNICAL MAJORS

TECHNICAL MAJORS

SUBJECT

Aeronautical Engineering
Aeronautics
Aerospace Engineering
Agricultural Engineering
Architecture; Architectural Engineering; Landscape Engineering;
Architecture; Computer Science Engineering; Engineering and
Architecture Topics
Civil Engineering, General
Communications; Radio Engineering; Command Communications;
Applied Communications; Communications Engineering
Electrical Engineering, General
Electrical Power Engineering
Engineering, Industrial/Management/Commercial Chemical
Engineering
Materials Engineering
Mechanical Engineering, General
Metallurgical Engineering
Mining Engineering
Naval Architecture; Marine Engineering
Nuclear Engineering
Ocean Engineering
Ordnance Engineering, General; General and Industrial; Weapons
Systems, General; Ordnance System Engineering, General
Petrochemical Engineering
Petroleum Engineering
Safety Engineering; Fire Protection Engineering
Systems Engineering
Textile Engineering; Textile Technology

MATH-SCIENCE TECHNICAL MAJORS

SUBJECT

Biochemistry
Ceramics Engineering
Chemistry (other than Biochemistry)
Mathematics; Computer Science (Math oriented)
Metallurgy
Meteorology; Climatology; Aerology
Operations Research/Systems Analysis; Operations Analysis
Physics; Astronomy
Statistics

Enclosure (1)

2 May 2003

NON-TECHNICAL MAJORS

SUBJECT

Accounting
Anthropology
Archeology
Banking; Finance
Biological Sciences, General; Marine Biology
Biology
Business Administration; Advertising; Commerce; Foreign Trade;
Marketing; Management; Computer-Related Business Administra-
tion; Computer Science
Business Economics; Commercial Education
Classical Languages; English Literature
Education
Economics
English Language; English Literature
Geography
Geology; Paleontology; Petrology; Geological Engineering
History; American Studies
Industrial Arts
Industrial Design
International Relations; International Law; Foreign Affairs;
Foreign Area Studies
Journalism
Law
Liberal Arts
Merchandising; Retailing
Modern Languages and Literature
Nautical Science; Naval Science; Maritime Academy Curricula
Personnel Administration
Philosophy
Political Science
Physical Education
Psychology
Public Administration; Police Administration; Municipal
Government
Sciences, General/Natural/Composite/Basic; Environmental Science
Social Sciences (Sociology; Criminology; Pre-Law)
Social Work; Social Welfare Administration

2 May 2003

SECTION 2
STA-21 OPTION PROGRAMS

1. Nuclear Option (STA-21 Nuclear)

a. STA-21 Nuclear is available for submarine and surface nuclear-trained officer billets. Due to the high priority of nuclear officer recruiting, a specific number of STA-21 seats are reserved for enlisted personnel who have successfully completed or are enrolled in the nuclear power training pipeline. The only applicants eligible to apply for this option are those who are currently:

(1) enrolled in Nuclear Field "A" School (NUFLDASCOL), Naval Nuclear Power School (NAVNUPWRSOL) or Naval Nuclear Power Training Unit (NAVNUPWRTAU);

(2) assigned to NAVNUPWRTAU as staff pickup instructors or sea returnee instructors; or

(3) assigned to Naval Nuclear Power Training Command as sea returnee instructors.

b. STA-21 Nuclear Option students will attend NSI during March-April time frame, and then begin college during May-June session. The STA-21 Nuclear Option is available only at those specially identified universities, not including cross-town universities, listed in Appendix B. Participants must meet stringent academic requirements. Applicants must provide SAT or ACT scores. Minimum SAT/ACT score is 1140 SAT (combined, minimum 500 math and 500 verbal) or 50 ACT (combined, minimum 21 math and 20 English). Additionally, selectees must major in a technical curriculum and maintain a GPA of at least 3.0 on a 4.0 scale.

c. Age

(1) STA-21 Nuclear Option candidates must be able to complete degree requirements and be commissioned prior to age 26 years for students and staff pickup instructors. Sea returnee staff instructors must be commissioned prior to their 31st birthday.

(2) STA-21 Core Program candidates desiring selection to the nuclear officer community upon graduation must be commissioned prior to their 27th birthday. A waiver for such

Enclosure (1)

2 May 2003

candidates is available on a case-by-case basis up to the 31st birthday.

d. Medical Standards. All STA-21 Nuclear Option candidates must meet the physical qualification requirements for submarines and/or nuclear field duty of reference (d).

e. Service Obligation. STA-21 Nuclear Option selectees incur a 5-year active duty obligation upon commissioning. Those STA-21 Nuclear Option disenrollees that drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment, or the remainder of their current enlistment, whichever is longer.

f. Interviews. STA-21 Nuclear Option officer candidates will be interviewed by the Director, Naval Nuclear Propulsion for acceptance into the Naval Nuclear Propulsion Program as officers during their college schooling. This interview will be similar to those given for NROTC personnel. Officer candidates not accepted for nuclear training will be allowed to complete their degree but will not be commissioned as officers in the Naval Nuclear Propulsion Program. They may be considered for commissioning in other naval officer programs.

g. Program Acknowledgement. Each candidate recommended for the STA-21 Nuclear Option by his commanding officer will acknowledge his or her understanding of program requirements by signing an Administrative Remarks (page 13) Statement of Understanding, (section 10). This statement will be filed in each candidate's service record and a copy forwarded with the candidate's application.

2. CEC Option (STA-21 CEC)

a. This option is available only for active duty enlisted personnel of occupational field 13 (Seabees). In addition to standard STA-21 eligibility criteria, STA-21 CEC Option selectees must have at least 4 years of active duty (of which at least 3 years were in an other than formal training environment). Applications for the STA-21 CEC Option must also have sufficient college credits to complete requirements for a first professional ABET engineering degree or NAAB architecture degree within 36 months of starting STA-21 studies.

b. Educational Requirements. Selectees will major in a NAAB-accredited architecture program or ABET-accredited engineering curricula and maintain a 3.0 minimum GPA on a 4.0

Enclosure (1)

2 May 2003

scale. Preferred engineering degrees are civil, mechanical, and electrical engineering.

c. Age. STA-21 CEC Option applicants must be able to complete degree requirements and be commissioned prior to their 35th birthday.

d. Medical Standards. Same as general STA-21 Program except color blindness is not a disqualifying condition.

e. Service Obligation. STA-21 CEC Option selectees incur a 5-year active duty obligation upon commissioning.

3. Pilot Option (STA-21 Pilot)

a. While STA-21 will continue to provide the opportunity for pilot designation as well as other URL designators, graduates of STA-21 Pilot Option will be designated solely as Student Naval Aviators (SNAs) (designator 1395). All eligibility and application requirements listed in paragraphs 4 and 5 of this chapter must be fulfilled. In addition, STA-21 Pilot Option applicants must complete the following:

(1) Achieve a score of at least the following: Academic Qualification Rating (AQR) 3/PFR 4 on the Pilot Flight Aptitude Rating (PFAR) portions of the ASTB. The report of ASTB scores will be enclosed in the application at section (4) along with the SAT or ACT scores. The ASTB can be taken at NROTC units, Navy Recruiting Districts, Navy Recruiting Processing Stations, or Navy Officer Recruiting Stations. In addition, command security officers may obtain exams from the Naval Operational Medicine Institute (Code 41), Pensacola, Florida. The request can be by telephone, FAX, letter, or message. Telephone: DSN 922-2187 (FAX DSN 922-2144) or commercial (850) 452-2187 (FAX (850) 452-2144). Message PLA address: NAVOPMEDINST PENSACOLA FL//41//. The e-mail address is: code413@nomi.med.navy.mil.

(2) If selected for STA-21 Pilot Option, eligibility must be maintained at the university in which enrolled. To ensure that requirements to become a SNA are understood, a Page 13 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to STA-21 Pilot Option as follows:

"I understand that I have been selected for the Seaman to Admiral-21 Pilot Option Program (STA-21 Pilot), and that, upon

Enclosure (1)

2 May 2003

graduation from my assigned university, I will be commissioned as a Student Naval Aviator (SNA) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida, provided the following is accomplished at the university to which assigned:

(a) I maintain NROTC professional, physical, and academic standards for midshipmen and officer candidates;

(b) I complete two semester courses of calculus and two semester courses of calculus-based physics;

(c) I achieve a score of "3" or better on the Academic Qualification Rating (AQR) portion of the Aviation Selection Test Battery (ASTB) prior to beginning my senior year; and

(d) I am certified physically qualified for commissioning as a SNA by the Naval Operational Medicine Institute within 18 months of commissioning."

b. Age. STA-21 Pilot Option candidates must be able to complete degree requirements and be commissioned prior to their 27th birthday. Maximum age limit may be adjusted upward to the 31st birthday with active duty or prior active duty service computed on a month-for-month basis.

c. Medical Standards. Applicants must complete and submit results of a SNA flight physical examination with cycloplegic eye refraction.

d. Service Obligation. STA-21 Pilot Option officer candidates will incur an 8-year active duty obligation upon date of designation as a Naval Aviator or 6 years from date of disenrollment from flight training unless released by the Deputy Chief of Naval Operations (Manpower and Personnel).

4. NFO Option (STA-21 NFO)

a. While STA-21 will continue to provide the opportunity for NFO designation as well as other URL designators, graduates of STA-21 NFO Option will be designated solely as Student Naval Flight Officers (SNFOs) (designator 1375). All eligibility and application requirements listed in paragraphs 4 and 5 of this chapter must be fulfilled. In addition, STA-21 NFO applicants must complete the following:

2 May 2003

(1) Achieve a score of at least the following: AQR 3/FOFAR 4 on the NFOFAR of the ASTB. The report of ASTB scores will be enclosed in the application at section 4 along with the SAT or ACT scores. The ASTB can be taken at NROTC units, Navy Recruiting Districts, Navy Recruiting Processing Stations, or Navy Officer Recruiting Stations. In addition, command security officers may obtain exams from the Naval Operational Medicine Institute (Code 41), Pensacola, Florida. The request can be by telephone, FAX, letter, or message. Telephone: DSN 922-2187 (FAX DSN 922-2144) or commercial (850) 452-2187 (FAX (850) 452-2144). Message PLA address: NAVOPMEDINST PENSACOLA FL//41//. The e-mail address is: code413@nomi.med.navy.mil.

(2) If selected for STA-21 NFO Option, eligibility must be maintained at the university in which enrolled. To ensure that requirements to become a SNFO are understood, a Page 13 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to STA-21 NFO Option as follows:

"I understand that I have been selected for the Seaman to Admiral-21 Naval Flight Officer Option Program (STA-21 NFO), and that, upon graduation from my assigned university, I will be commissioned as a Student Naval Flight Officer (SNFO) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida, provided the following is accomplished at the university to which assigned:

(a) I maintain NROTC professional, physical, and academic standards for midshipmen and officer candidates;

(b) I complete two semester courses of calculus and two semester courses of calculus-based physics;

(c) I achieve a score of "3" or better on the Academic Qualification Rating (AQR) portion of the Aviation Selection Test Battery (ASTB) prior to beginning my senior year; and

(d) I am certified physically qualified for commissioning as a SNFO by the Naval Operational Medicine Institute within 18 months of commissioning."

b. Age. STA-21 NFO Option selectees must be able to complete degree requirements and be commissioned prior to their 30th birthday. Maximum age limit may be adjusted upward to the

Enclosure (1)

2 May 2003

32nd birthday with active duty or prior active duty service computed on a month-for-month basis.

c. Medical Standards. Applicants must complete and submit results of a SNFO flight physical examination with cycloplegic eye refraction.

d. Service Obligation. STA-21 NFO Option officer candidates will incur a 6-year active duty obligation upon date of designation as a NFO or 6 years from date of disenrollment from flight training unless released by the Deputy Chief of Naval Operations (Manpower and Personnel).

5. Special Operation (SPECOPS) Option (STA-21 SPECOPS)

a. Age. STA-21 SPECOPS Option selectees must be able to complete degree requirements and be commissioned by their 29th birthday. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 35th birthday.

b. Medical Standards. Applicants must pass physical qualification per Chapter 15 of reference (d). BUMED 21 must review Report of Medical Exam (Form DD 2808). During this review, BUMED will indicate in block 77 qualification for diving duty and/or combat swimmer, and stamp the package that the individual is Physically Qualified (PQ) for diving and/or combat swimmer.

c. Service Obligation. STA-21 SPECOPS Option selectees will incur a 5-year active duty obligation upon commissioning.

6. Special Warfare (SPECWAR) Option (STA-21 SPECWAR)

a. Age. STA-21 SPECWAR Option selectees must be able to complete degree requirements and be commissioned by their 29th birthday. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications, provided they can be commissioned prior to their 35th birthday.

b. Enlisted Source. STA-21 SPECWAR Option applicants must have one of the following NECs: 5323, 5326, 8492, or 8491.

2 May 2003

c. Medical Standards. Applicants must pass physical qualification per Chapter 15 of reference (d). BUMED 21 must review Report of Medical Exam (Form DD 2808). During this review, BUMED will indicate in block 77, qualification for diving duty and/or combat swimmer, and stamp the package that the individual is PQ for diving and/or combat swimmer.

d. Service Obligation. STA-21 SPECWAR Option selectees will incur a 5-year active duty obligation upon commissioning.

7. NC Option (STA-21 Nurse). The STA-21 NC Option is available only at those specially identified universities listed in Appendix B.

a. Age. Applicants must be at least 18 years old and able to complete degree requirements and be commissioned prior to age 35.

b. Medical Standards. Minor physical defects, non-organic in nature, may be waived by Deputy Chief of Naval Operations (Manpower and Personnel) (N131M5) with the recommendation of BUMED. A person, who is drug or alcohol dependent, abuses drugs or alcohol, or whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service or who has a record of any drug trafficking offenses is ineligible.

c. Licensure Requirements. Upon completion of the Bachelor of Science Nursing degree, member must successfully pass the National Council Licensing Examination-Registered Nurse (NCLEX-RN), provided by the National Council of State Board of Nursing and administered by one of its member boards of nursing as required by SECNAVINST 1120.6 series. Professional licensing is required to practice nursing.

d. Service Obligation. STA-21 NC Option selectees will incur a 5-year active duty obligation upon commissioning.

8. SWO Option (STA-21 SWO)

a. Age. STA-21 SWO Option selectees must be able to complete degree requirements and be commissioned prior to age 31. Maximum age limit may be adjusted upward for active service on a month-for-month basis up to 24 months. Waivers beyond 24 months will be considered for enlisted personnel who possess particularly exceptional qualifications provided they can be commissioned prior to their 35th birthday.

Enclosure (1)

2 May 2003

b. Medical Standards. STA-21 SWO Option applicants must pass medical standards per Chapter 15 of reference (d).

c. Service Obligation. STA-21 SWO Option selectees will incur a 5-year active duty obligation upon commissioning.

9. SC Option (STA-21 Supply)

a. Age. STA-21 SC Option selectees must be able to complete degree requirements and be commissioned prior to age 35.

b. Medical Standards. STA-21 SC Option applicants must pass medical standards per Chapter 15 of reference (d).

c. Educational Requirements. STA-21 SC Option applicants must earn a baccalaureate degree in a business, engineering, or math-related field. Waivers will be considered at time of application.

d. Service Obligation. STA-21 SC Option selectees will incur a 5-year active duty obligation upon commissioning.

10. Special Duty Officer (Intelligence) (STA-21 Intel). This option is available only for active duty enlisted personnel of occupational field 21 (Intelligence Specialist).

a. Age. STA-21 Intelligence Option applicants must be at least 19 years old and be able to complete degree requirements and be commissioned prior to their 35th birthday.

b. Medical Standards. STA-21 Intelligence Option applicants must meet physical standards for appointment prescribed in reference (d) and the physical fitness standards prescribed in reference (e).

c. Educational Requirements. Although applicants are strongly encouraged to pursue technical degrees, the intelligence community is not looking for a particular academic major, but rather for officers who possess strong analytical ability and communication skills (both oral and written).

d. Service Obligation. STA-21 Intelligence Option selectees will incur a 5-year active duty obligation upon commissioning.

11. Special Duty Officer (Cryptology) (STA-21 Crypto). Applicants must be Cryptologic Technicians serving in the U.S.

Enclosure (1)

2 May 2003

Navy or Naval Reserve, Selected Reservist (SELRES), or Navy Reservist on active duty except those serving on active duty for training (ACDUTRA) to include annual training (AT) and initial active duty for training (I-ACDUTRA).

a. Age. STA-21 Cryptologic Option applicants must be at least 18 years old and able to complete degree requirements and be commissioned prior to their 35th birthday.

b. Medical Standards. STA-21 Cryptologic Option applicants must meet physical standards for appointment prescribed in the Manual of the Medical Department, Chapter 15.

c. Educational Requirements. Although applicants are encouraged to pursue technical degrees, the cryptologic community is not looking for a particular academic major, but rather for officers who possess a strong analytical ability and communication skills (both oral and written).

d. Service Obligation. STA-21 Cryptology Option selectees will incur a 5-year active duty obligation upon commissioning.

Enclosure (1)

2 May 2003

SECTION 3
STA-21 APPLICATION COVER LETTER
(Sample)

From: ET2(AW) Mary P. Jones, USN, SSN
To: Chief of Naval Education and Training (N79A5/STA-21)
Via: Commanding Officer, (command name goes here)

Subj: APPLICATION FOR CONSIDERATION UNDER THE FYXX SEAMAN TO
ADMIRAL-21 COMMISSIONING PROGRAM

Ref: (a) OPNAVINST 1420.1A
(b) NAVADMIN XXX/XX

Encl: (1) STA-21 Data Form (if not submitted via web page)
(2) Applicant's Personal Statement of Desire for a
Commission
(3) Certified Copies of Evaluations
(4) Certified Copies of SAT/ACT Results
(5) Certified Copy of ASTB scores (Pilot/NFO Option only)
(6) Certified Copies of High School Transcripts (or
explanation if missing) or GED Certificate (if
applicable)
(7) Certified Copies of College Transcripts (if
applicable)
(8) Certified Copy of SMART Transcript
(9) Photograph (Nuclear Option only)
(10) Certified Copies of Special Qualification Documents
(11) Certified Copy of PFA Results
(12) Statement of Program Understanding (Nuclear Option
only)

1. I hereby apply for consideration under the subject program and certify that I meet all requirements stipulated in reference (a).

2. Initial application data was submitted via web page on (date).

3. Enclosures 1 through (##) are forwarded to complete my application to the FYXX STA-21 Commissioning Program.

Enclosure (1)

2 May 2003

Subj: APPLICATION FOR CONSIDERATION UNDER THE FYxx SEAMAN TO
ADMIRAL-21 COMMISSIONING PROGRAM

4. I, (name), if selected for appointment under the Seaman to Admiral-21 Program, agree to enroll and complete an undergraduate degree at an NROTC-affiliated college or university as assigned.

a. I understand that I must incur a 6-year active service obligation prior to executing PCS orders to the assigned university. I understand that if I drop on request prior to commissioning I will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of my current enlistment, whichever is longer. I also understand that if I complete degree requirements, but fail to be commissioned, I will be obligated for 5 years of enlisted service from the date of program disenrollment.

b. I will accept an appointment as an Ensign, USNR, in the assigned officer community upon successful completion of my baccalaureate degree. I further agree to remain on active duty for a period of 5 years subsequent to acceptance of such appointment. I understand that, if selected for specialized follow-on training, I will incur additional obligated service shown in reference (a).

5. My personal statement is enclosed as enclosure (2).

/S/ MARY P. JONES

Enclosure (1)

2 May 2003

SECTION 4**STA-21 APPLICATION DATA FORM****(Use only if application is not submitted via the website)**

SSN:

Last Name:

First Name:

Middle Initial:

Date of Birth (YYYYMMDD):

Rate: (Ex: YNSN)

Paygrade: (Ex: E3)

Duty Status: (Ex: USN/USNR)

PRD: (YYYY/MM)

Ethnic Group:

Race:

Gender: M/F

Marital Status:

of Dependents:

State of Legal Residence:

U.S. Citizen: Y/N

Type of Citizenship (Birth/Naturalization):

Naturalization Certificate Number:

Date Naturalized:

Warfare Qualifications:

ADSD: (YYYYMMDD)

SAT Math:

SAT Verbal:

Date Taken:

ACT Math:

ACT English:

Date Taken:

Primary Program Choice:

Secondary Program Choice: (Core or None)

Intended Major: Currently Enrolled in College: Y/N

Credit Hours Earned: Credit Hours Type: Sem/Qtr

College Choice 1:

Cross-Town Enroll School 1:

College Choice 2:

Cross-Town Enroll School 2:

College Choice 3:

Cross-Town Enroll School 3:

Command UIC:

Command Title/Long Name:

Command Short Title:

Command DSN:

Command Comm Phone (with Area Code):

Command E-mail:

Home Address:

Home E-mail:

Home Phone (with Area Code):

2 May 2003

SECTION 5

COMMANDING OFFICER'S ENDORSEMENT FOR STA-21 APPLICATION (SAMPLE)

FIRST ENDORSEMENT on ET2(AW) Mary P. Jones, USN, SSN ltr of
(date)

From: Commanding Officer, (command name goes here)
To: Chief of Naval Education and Training (N79A5/STA-21)
Subj: APPLICATION FOR CONSIDERATION UNDER THE SEAMAN TO
ADMIRAL-21 COMMISSIONING PROGRAM

Ref: (a) OPNAVINST 1420.1A

Encl: (1) Commanding Officer's Recommendation Form
(2) Officer Interviewer's Appraisal Sheets (3)
(3) Nomination Review Board Chairperson's Recommendation
(4) Nomination Review Board Officer Interviewer's
Appraisal Sheets (3)

1. Forwarded, (specific recommendation required). All required documents have been verified for accuracy and completeness and are attached as sections. The applicant meets the physical fitness and height, weight, or body fat standards (list actual height, weight, body fat) of OPNAVINST 6110.1 series and is eligible in all respects. The applicant's medical record has been reviewed for physically disqualifying conditions.

2. The following amplifying information is provided:

a. (A statement of the applicant's military and professional performance and the degree and scope of supervisory ability demonstrated in the applicant's present rating.)

b. (A statement of the applicant's potential ability to satisfactorily perform as a commissioned officer and willingness to have the applicant serve in your command.)

c. (The applicant's academic potential as indicated by performance at service schools, civilian schools, SAT/ACT scores, off-duty study courses or use of shipboard education and training facilities and opportunities.)

d. (The applicant's general attitude and motivation toward a career as an officer in the Navy.)

e. (Additional information considered pertinent.)

/S/ Commanding officer

Enclosure (1)

SECTION 6
FOR OFFICIAL USE ONLY (WHEN FILLED OUT)

Applicant's Name (Last, First, MI) _____
Title/Rank _____ SSN _____

COMMANDING OFFICER'S RECOMMENDATION

Commanding Officer Name _____
Command _____
Street Address _____
City _____ State _____ Zip _____
Work Phone _____ DSN _____ Fax _____

Please evaluate the candidate in the following areas:

TRAITS	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory
Leadership Potential					
Professional Performance					
Personal Appearance					
Teamwork					
Technical/Rating Knowledge (if applicable)					
Academic Potential					
Officer Potential					
Motivation for Program					
Overall Evaluation					

Member ranked _____ out of _____ current applicants for the same program from my command.

This candidate _____ does/_____ does not meet eligibility requirements for the program option(s) for which he/she is applying.

(Your endorsement letter should provide amplifying information that would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. If member is applying for consideration for both an option program and the Core Program, endorsement should include comments covering both programs.)

By my signature I certify that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed in my endorsement letter.

Signature _____ Date _____

FOR OFFICIAL USE ONLY (WHEN FILLED OUT)

2 May 2003

SECTION 7
FOR OFFICIAL USE ONLY (WHEN FILLED OUT)

Applicant's Name (Last, First, MI) _____
 Title/Rank _____ SSN _____

NOMINATION REVIEW BOARD CHAIRPERSON'S RECOMMENDATION
--

Chairperson Name _____
 Command _____
 Street Address _____
 City _____ State _____ Zip _____
 Work Phone _____ DSN _____ Fax _____

Please evaluate the candidate in the following areas:

TRAITS	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory
Leadership Potential					
Professional Performance					
Personal Appearance					
Teamwork					
Technical/Rating Knowledge (if applicable)					
Academic Potential					
Officer Potential					
Motivation for Program					
Overall Evaluation					

This candidate _____ does/_____ does not meet eligibility requirements for the program option(s) for which he/she is applying.

(Provide amplifying information below that would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. If member is applying for consideration for both a Target option program and the Core Program, provide comments covering both programs.)

By my signature I certify that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed in the endorsement letter.

Signature _____ Date _____

FOR OFFICIAL USE ONLY (WHEN FILLED OUT)

Enclosure (1)

2 May 2003

SECTION 8
INTERVIEW VERIFICATION FORM

GUIDANCE TO COMMANDERS AND COMMANDING OFFICERS ON
SEAMAN TO ADMIRAL-21 NOMINATIONS

Today's Navy must make every effort to select, train, and develop the very best and brightest candidates to meet the challenges our officer corps will face in the 21st Century. The Seaman to Admiral-21 (STA-21) Program is a significant improvement over the enlisted commissioning programs of the past. It focuses the selection of enlisted personnel for officer accession under a single programmatic umbrella, provides increased financial support to Sailors who seek to become naval officers, and simplifies application and selection processes.

Your role is absolutely critical to ensure only those who possess the greatest potential to become outstanding officers are offered the opportunity to earn a commission. Your personal recommendation is the single most important factor in the STA-21 selection process. Look into the candidate's eyes and ask yourself, "Does this young man or young woman possess the character, intellect, drive, leadership potential, and devotion to become a good naval officer?" Remember that you are nominating those who will, in the future, exercise the immense responsibility of command that you enjoy today.

Leadership and integrity are the primary officer attributes. Although the applicant's academic record and desire may be exemplary, they are not enough. While academic potential should play a role in your recommendation, it must not override leadership potential and other indicators of future success as a naval officer. Every STA-21 selectee should reasonably be expected to not only complete a college education, but also serve as a career naval officer.

Since members of the STA-21 selection board will not have first-hand knowledge of each applicant's potential and attributes, selections are based solely on information contained in the application. During your personal interview with the applicant, you have the opportunity to reveal information about the nominee's potential that would be very valuable to selection board deliberations. If you nominate more than one applicant, clearly differentiate the relative potential of the various candidates. There simply is no more important issue than the future leadership of the naval service. Your part in this process cannot be understated. The Navy is relying on you to clearly communicate the nature and strength of your recommendation to help select our finest candidates.

Initial Interview: _____ Date: _____
Signature of Commanding Officer

Final Interview: _____ Date: _____
Signature of Nomination Review Board Chairperson

Enclosure (1)

SECTION 9

INTERVIEWER'S APPRAISAL SHEET

See information on next page before completing. **TYPE OR PRINT LEGIBLY.**

NAME (Last, first, middle)	PROGRAM FOR WHICH APPLYING	DATE
----------------------------	----------------------------	------

PERSONAL QUALITIES

DESCRIPTIVE: (Observe the applicant and write 6 adjectives or phrases which you believe to be most descriptive of the applicant.)

1.	2.	3.
4.	5.	6.

EVALUATIVE: Consider the applicant as a potential naval officer, and evaluate him/her on the following:

APPEARANCE AND POISE	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
ORAL COMMUNICATION AND EXPRESSION OF IDEAS	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
LEADERSHIP POTENTIAL	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY						
YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED											
	10	9	8	7	6	5	4	3	2	1	0

COMMENTS: (A summary statement evaluating the applicant is required. All extreme ratings marked by an (*) should be further commented upon on this page.)

<u>MOTIVATION</u>					
PROGRAM MOTIVATION (Indicate the applicant's motivation for the program for which applying.)	VERY HIGHLY MOTIVATED FOR PROGRAM	DEFINITELY MOTIVATED FOR PROGRAM	MOTIVATED FOR NAVY. PROGRAM NOT IMPORTANT	MOTIVATED FOR COMMISSION PROGRAM AND SERVICE NOT IMPORTANT	UNABLE TO DETERMINE
<u>POTENTIAL</u>					
POTENTIAL AS A CAREER NAVAL OFFICER	OUTSTANDING	EXCELLENT	GOOD	AVERAGE	LESS THAN AVERAGE
(Complete for all commissioning programs)	(1)	(2)	(3)	(4)	(5)

COMMENTS: (Supplement or qualify the motivation rating and potential as a career naval officer, as appropriate.)

SIGNATURE OF INTERVIEWER	TYPED OR PRINTED NAME OF INTERVIEWER	GRADE, CORPS (if any) DESIGNATOR, BRANCH OF SERVICE
--------------------------	--------------------------------------	--

FOR OFFICIAL USE ONLY (WHEN FILLED OUT)
INFORMATION FOR COMPLETING INTERVIEWER'S APPRAISAL SHEET

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine potential as a commissioned officer and motivation toward service in the Navy.
2. The interview should take a minimum of 15 minutes. A period of 15-30 minutes is usually adequate, although more time may be necessary on occasion.
3. Discussion topics should draw out the applicant. Suggested topics include: Navy programs, service life, school experience, personal interests, goals in life, current events, sports, family attitude toward application, and any others suggested by a review of the application file.
4. Marking is difficult. Your judgments form an important part of each applicant's file, and usually represent the only personal contact with the applicant reported by an official of the Navy. Be fair and impartial, neither too easy nor too hard on the applicant. Mark only on what you have observed personally, not on the opinions or comments of others.
5. No marks should be put on this form until the interview has been completed.
6. If it appears that the space for comments will not be sufficient, phrases may be used rather than complete sentences.
7. Below is a checklist of characteristics which interviewing officer can observe or adjectives that can be used to describe these characteristics in applicants. This is meant only to assist the interviewer in preparing for the interview and in making a written evaluation afterward. It is not intended to be all-inclusive.

Characteristics/Descriptive Adjectives

Bearing

Good posture
Slouch
Forceful
Apathetic
Casual
Formal

Grooming

Careless
Neat
Clean
Unclean
Well-dressed
Inappropriately dressed

Composure

Poised
Awkward
Relaxed
Nervous
Confident
Insecure

Attitude

Sincere
Flippant
Enthusiastic
Indifferent
Cooperative
Uncooperative
Contentious
Pleasant
Forthright
Secretive
Arrogant
Modest

Oral Expression

Articulate
Inarticulate
Responsive
Unresponsive
Taciturn
Loquacious

General Impression

Impressive
Unimpressive
Dull
Interesting
Mature
Immature

Voice Quality

Strident
Soft spoken
Speaks Clearly
Inaudible

NAVCROUT 1100/13 (REV. 3-81)

SECTION 10
NUCLEAR OPTION STATEMENT OF UNDERSTANDING

ADMINISTRATIVE REMARKS

NAVPERS 1070/613

S/N 0106-LF-010-8991

Ship or Station

STATEMENT OF UNDERSTANDING OF SEAMAN TO ADMIRAL – 21 PROGRAM (NUCLEAR OPTION) REQUIREMENTS

I am volunteering for the Seaman to Admiral- 21 Commissioning Program (STA-21) as a Nuclear Power Officer Candidate. If accepted, I understand that the following requirements apply:

- a. Requirements for a Baccalaureate degree must be completed in 36 months or less (42 months for an established five-year degree program).
- b. Full time student status is required including school attendance during summer session.
- c. Only engineering or technical majors will be authorized. The major will be approved by the Deputy Chief of Naval Operations (Manpower and Personnel) (N133).
- d. A semester/quarter grade point average (GPA) of less than 3.0 on a 4.0 scale may result in academic probation and/or disenrollment.
- e. Grades will be submitted to DCNO (N133) immediately following each semester/quarter or work.
- f. DCNO (N133) may recommend disenrollment for academic reasons or discipline/moral problems (drug usage, civil convictions, etc.)
- g. If disenrolled for any reason, I will not be allowed to remain in STA-21.
- h. If not accepted into the Naval nuclear propulsion program as an officer when interviewed by the Director, Naval Nuclear Propulsion, I will be allowed to complete my degree and be commissioned as a non-nuclear unrestricted line officer.
- i. Applications will be restricted to the following Universities:

Auburn University	University of Arizona	University of Idaho	University of Utah
University of Kansas	University of New Mexico	University of Washington	University of Texas
North Carolina State University	Oregon State University	Pennsylvania State University	University of Illinois
University of South Carolina	University of Wisconsin	State University of New York Maritime	The Citadel
- j. I will receive full pay and allowances for my enlisted pay grade and up to \$10,000 per year, paid to the university by the Chief of Naval Education and training to supplement costs of tuition, books and other fees incurred. I understand that I will not be eligible for tuition assistance under the Navy's Tuition Assistance Program, nor will I be eligible to use any Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits for current expenses while enrolled in the STA-21 program.
- k. If disenrolled, I will be screened in accordance with MILPERSMAN 1510-030 or OPNAVINST 1220.1 series, as applicable, for return to the Nuclear Propulsion Program in an enlisted status.
- l. An enlistment of six years upon receipt of orders to STA-21 is required.
- m. A five-year active duty obligation upon commissioning is incurred as a nuclear power officer.
- n. STA-21 students who drop on request prior to commissioning will be obligated for 5 years of enlisted service from the date of program disenrollment or the remainder of their enlistment contract, whichever is longer.
- o. STA-21 disenrollees who complete degree requirements, but fail to be commissioned, will incur a five year enlisted service obligation from the date of program disenrollment.
- p. For sea returnee NWPTC and NPTC staff members selected for this program: Assignment to the submarine or surface warfare communities upon commissioning will be based on the needs of the Navy. This may be predesignated and not necessarily consistent with previous experience (e.g. previously enlisted submarine qualified applicants may be assigned a surface warfare designator (1165) vice submarine designator (1175)).
- q. I currently meet the Navy's physical fitness and height, weight and body fat standards of OPNAVINST 6110.1 series and understand that I am required to remain within these requirements.

Signature/Date of Witnessing Officer

Signature/date of Applicant

Name (Last, First, Middle)

SSN

Branch and Class

Enclosure (1)

2 May 2003

Appendix A**Checklist for USNA Applicants**

- ___ 1. Preliminary Application completed (via the following web address: www.usna.edu/Admissions/pre-application). Be sure to indicate that you are Active Duty or Reserve, and Rate/Rank. High School name should be entered as FLEET, with the following high school ETS code: 999998.
- ___ 2. Application request for a Secretary of the Navy nomination submitted via the chain of command following the sample provided on Appendix A-2 through A-3.
- ___ 3. Commanding Officer's Endorsement/Recommendation following the sample provided on Appendix A-4. Attached to candidate's SECNAV application request. Original and one copy forwarded to Admissions Office, United States Naval Academy (USNA).
- ___ 4. All High School and College Transcript(s) ordered and sent to Admissions Office, USNA.
- ___ 5. Official SAT/ACT Test scores ordered and sent to Admissions Office, USNA. SAT and/or ACT Tests re-taken if scores are over 2 years old.
- ___ 6. Candidate packet received from USNA completed and returned as soon as possible. All forms are required to be completed. **(Do not send any of the forms back to your high school for "official" signature)**. These forms should be verified and signed by your Command Career Counselor, or a Commissioned Officer in your chain of command.
- ___ 7. After receiving your candidate number and candidate packet, make contact with the DOD Medical Examination Review Board (DODMERB), and schedule an appointment. You can reach them through their scheduling number at 1-800-841-2706.

Enclosure (1)

2 May 2003

FOR OFFICIAL USE ONLY (WHEN FILLED IN)
SAMPLE FORMAT FOR LETTER OF APPLICATION
(submit original and one copy)

(Date)

From: (Rate, Full Name, Branch, SSN)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments
117 Decatur Road
Annapolis, Maryland 21402-9978
Via: (Commanding Officer) (complete mailing address,
including Zip Code)

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

Ref: (a) OPNAVINST 1420.1A

1. Per reference (a), I hereby request a Secretary of the Navy nomination under the Reserve category for appointment to the Naval Academy for the class which will enter in the summer of 20XX. The requirements for appointment to the Naval Academy by the Secretary of the Navy under the Naval and Marine Corps Regular/Reserve Program have been fully explained to me and are understood. I am prepared to fulfill these requirements and hereby apply to compete for such appointment.

2. I certify that I have read, understand and comply with the eligibility requirements in the areas of U.S. citizenship, age, moral character, conduct/disciplinary record, marital status and dependents.

3. The following pertinent information is provided:

a. Date of birth: _____

b. Standardized test scores (SAT and/or ACT):

SAT Verbal _____ SAT Math _____
ACT English _____ ACT Math _____

c. Date of enlistment
(active duty service date(ADSD)): _____

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

2 May 2003

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

d. Military mailing address (applicant is responsible for
advising the Naval Academy of changes in military address):

e. Duty Phone _____ Home Phone _____

f. If registered to vote, home address on voter
registration card (home of record if not registered to vote):

4. My high school and/or college background is as follows:

Name	Address	Dates	Graduate (Yes/No)	Class Standing (if available)
------	---------	-------	----------------------	----------------------------------

5. My Service School(s) background is as follows:

Name	Date(s) completed	Class Standing/GPA (if applicable)
------	-------------------	---------------------------------------

6. I (have/have not) previously been a candidate for any
service academy. I (have/have not) previously attended a
preparatory school sponsored by a military service.

7. In the event that I am not selected for direct appointment
to the Naval Academy, I (do/do not) wish to be considered for
admission to the Naval Academy Preparatory School with the next
convening class.

(Signature)

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Enclosure (1)

2 May 2003

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

SAMPLE FORMAT FOR COMMANDING OFFICER'S ENDORSEMENT
(submit original and one copy)

SSIC
Originator Code
(date)

FIRST ENDORSEMENT on (Rate, Name, SSN) ltr of (date)

From: Commanding Officer, (Unit)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments
117 Decatur Road
Annapolis, MD 21402-9978

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

1. Forwarded, (for consideration/recommending/strongly recommended) (approval/disapproval) for direct appointment to the Naval Academy.
2. The information contained in paragraph 2 of the basic letter has been verified. Average marks at this command in:
Military Bearing/Character _____, Job Accomplishment/
Initiative _____, Teamwork _____, Leadership _____.
Results of latest Physical Readiness Test (PRT)_____.
3. (Use this paragraph for pertinent data such as: decorations and awards, meritorious masts, letters of commendation, special qualifications, etc.)
4. (Use this paragraph for comments concerning commanding officer's evaluation of motivation and suitability of the applicant for a career as a naval officer).
- 5*. In the event of non-selection for a direct appointment, the applicant (is/is not) recommended for admission to the Naval Academy Preparatory School.

(signature)

** This paragraph pertains only to those applicants that will not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.*

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Enclosure (1)

2 May 2003

SAMPLE NAVAL MESSAGE FORMAT FOR DEPLOYED UNITS

FROM: COMMAND
TO: USNA ANNAPOLIS MD//17A//
UNCLAS//NO1531//FOUO
MSGID/GENADMIN/(COMMAND IDENTIFIER)//
SUBJ: APPLICATION REQUEST FOR SECNAV NOMINATION
REF/A/OPNAVINST 1420.1A//
RMKS/1. COMMANDING OFFICER, (UNIT) _____,
RECOMMENDS (FULL NAME) USN/USNR, SSN: _____
FOR ADMISSIONS CONSIDERATION.
2. RATE, USN/USNR
3. ACTIVE DUTY SERVICE DATE (ADSD):
4. DATE OF BIRTH:
5. SEX:
6. ETHNIC ORIGIN: (Refer to Officer Programs Application for categories)
7. CITIZENSHIP:
8. MARITAL STATUS: (MUST BE SINGLE/NO DEPENDENTS)
9. HIGH SCHOOL/COLLEGE GRADUATION DATE(S):
10. HIGH SCHOOL/COLLEGE ATTENDED: NAME:
CITY:
STATE:
11. SERVICE SCHOOL(S) BACKGROUND: NAME:
DATE(S) COMPLETED:
CLASS STANDING (IF KNOWN):
GPA (IF KNOWN):
12. SCHOLASTIC APTITUDE TEST (SAT)/ AMERICAN COLLEGE TEST (ACT) SCORES (IF KNOWN):
13. NARRATIVE RECOMMENDATION: (INCLUDE DECORATIONS AND AWARDS, MERITORIOUS MAST, LETTERS OF COMMENDATION, SPECIAL QUALIFICATIONS, C.O. EVALUATION OF MOTIVATION AND SUITABILITY FOR SERVICE AS A CAREER NAVAL OFFICER)
14. IS SHIP/SQUADRON/UNIT DEPLOYED:
15. AVERAGE MARKS AT PRESENT COMMAND:
MILITARY BEARING/CHARACTER:
JOB ACCOMPLISHMENT/INITIATIVE:
TEAMWORK:
LEADERSHIP:
16. RESULTS OF LATEST PHYSICAL READINESS TEST (PRT):
17. CURRENT MAILING ADDRESS FOR APPLICANT:
//

Enclosure (1)

Appendix B

NROTC Affiliated Universities by State

MECP Applicants: The college or university of choice must have an academic program which leads to a baccalaureate in nursing, be nationally accredited, and be within 50 miles of a naval activity to which the participant will be ordered.

List of NROTC/STA-21 Universities by State

ALABAMA	▲ *AUBURN UNIVERSITY	001
ARIZONA	▲ *UNIVERSITY OF ARIZONA	062
	*PIMA COMMUNITY COLLEGE	062A
CALIFORNIA	UNIVERSITY OF CALIFORNIA AT BERKELEY	002
	STANFORD UNIVERSITY	002A
	CALIFORNIA MARITIME ACADEMY	002R
	UNIVERSITY OF CALIFORNIA AT DAVIS	002F
	UNIVERSITY OF CALIFORNIA AT LOS ANGELES	003
	UNIVERSITY OF SOUTHERN CALIFORNIA	045
	UNIVERSITY OF SAN DIEGO	059
	UNIVERSITY OF CALIFORNIA AT SAN DIEGO	059A
	*POINT LOMA NAZARENE UNIVERSITY	059G
	*SAN DIEGO STATE UNIVERSITY	059H
	CALIFORNIA STATE UNIVERSITY, SAN MARCOS	059I
COLORADO	UNIVERSITY OF COLORADO	005
	■ REGIS UNIVERSITY	005C
	UNIVERSITY OF COLORADO AT DENVER	005B
	■ UNIVERSITY OF COLORADO HEALTH SCIENCES CENTER	005D
DISTRICT OF COLUMBIA	GEORGE WASHINGTON UNIVERSITY	063
	■ CATHOLIC UNIVERSITY OF AMERICA	063F
	*GEORGETOWN UNIVERSITY	063C
	*HOWARD UNIVERSITY	063A
	UNIVERSITY OF MARYLAND AT COLLEGE PARK	063E
FLORIDA	*FLORIDA A&M UNIVERSITY	009
	*FLORIDA STATE UNIVERSITY	009A
	*TALLAHASSEE COMMUNITY COLLEGE	009B
	*JACKSONVILLE UNIVERSITY	016
	*UNIVERSITY OF NORTH FLORIDA	016A
	*FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE	016D
	*UNIVERSITY OF FLORIDA	008
	UNIVERSITY OF SOUTH FLORIDA	080

*Indicates schools with BSN program.

■Indicates school with Nurse Corps program only

▲Indicates schools with Nuclear program

GEORGIA	GEORGIA INSTITUTE OF TECHNOLOGY	010
	<i>SOUTHERN POLYTECHNICAL STATE UNIVERSITY</i>	<i>010H</i>
	<i>*GEORGIA STATE UNIVERSITY</i>	<i>010D</i>
	*SAVANNAH STATE UNIVERSITY	043
	<i>*ARMSTRONG ATLANTIC STATE UNIVERSITY</i>	<i>043A</i>
	MOREHOUSE COLLEGE	068
	<i>*MORRIS BROWN COLLEGE</i>	<i>068A</i>
	<i>SPELMAN COLLEGE</i>	<i>068C</i>
	<i>CLARK ATLANTA UNIVERSITY</i>	<i>068B</i>
IDAHO	▲ UNIVERSITY OF IDAHO	012
	■ <i>INTERCOLLEGIATE CENTER FOR NURSING</i>	<i>012B</i>
	■ <i>LEWIS-CLARK STATE COLLEGE</i>	<i>012C</i>
	<i>*WASHINGTON STATE UNIVERSITY</i>	<i>012A</i>
ILLINOIS	ILLINOIS INSTITUTE OF TECHNOLOGY	013
	<i>*UNIVERSITY OF ILLINOIS AT CHICAGO</i>	<i>013A</i>
	NORTHWESTERN UNIVERSITY	031
	<i>*LOYOLA UNIVERSITY</i>	<i>031A</i>
	▲ <i>*UNIVERSITY OF ILLINOIS PARKLAND COLLEGE</i>	<i>014</i> <i>014A</i>
INDIANA	<i>*PURDUE UNIVERSITY</i>	039
	UNIVERSITY OF NOTRE DAME	032
	■ <i>INDIANA UNIVERSITY AT SOUTH BEND</i>	<i>032C</i>
	<i>*ST. MARYS COLLEGE</i>	<i>032D</i>
IOWA	IOWA STATE UNIVERSITY	015
KANSAS	▲ UNIVERSITY OF KANSAS	017
	■ <i>BAKER UNIVERSITY</i>	<i>017A</i>
	■ <i>WASHBURN UNIVERSITY</i>	<i>017B</i>
LOUISIANA	<i>*SOUTHERN UNIVERSITY AND A&M COLLEGE</i>	046
	<i>BATON ROUGE COMMUNITY COLLEGE</i>	<i>046B</i>
	<i>LOUISIANA STATE UNIVERSITY</i>	<i>046A</i>
	<i>*SOUTHEASTERN LOUISIANA UNIVERSITY</i>	
	TULANE UNIVERSITY	049
	<i>*DILLARD UNIVERSITY</i>	<i>049A</i>
	<i>LOYOLA UNIVERSITY</i>	<i>049B</i>
	<i>UNIVERSITY OF NEW ORLEANS</i>	<i>049D</i>
	<i>XAVIER UNIVERSITY</i>	<i>049E</i>
MAINE	MAINE MARITIME ACADEMY	019
	<i>*UNIVERSITY OF MAINE AT ORONO</i>	<i>019A</i>
	■ <i>HUSSON COLLEGE</i>	<i>019B</i>

**Indicates schools with BSN program.*

■Indicates school with Nurse Corps program only

▲Indicates schools with Nuclear program

MASSACHUSETTS	BOSTON UNIVERSITY	061
	* <i>BOSTON COLLEGE</i>	<i>061B</i>
	■ <i>NORTHEASTERN UNIVERSITY</i>	<i>061A</i>
	COLLEGE OF THE HOLY CROSS	011
	<i>WORCESTER POLYTECHNIC INSTITUTE</i>	<i>011G</i>
	* <i>WORCESTER STATE COLLEGE</i>	<i>011H</i>
	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	021
	<i>HARVARD UNIVERSITY</i>	<i>021A</i>
	<i>TUFTS UNIVERSITY</i>	<i>021B</i>
MICHIGAN	*UNIVERSITY OF MICHIGAN	023
	* <i>EASTERN MICHIGAN UNIVERSITY</i>	<i>023A</i>
MINNESOTA	*UNIVERSITY OF MINNESOTA	024
	<i>MACALESTER COLLEGE</i>	<i>024E</i>
	<i>UNIVERSITY OF SAINT THOMAS</i>	<i>024A</i>
MISSISSIPPI	UNIVERSITY OF MISSISSIPPI	025
MISSOURI	*UNIVERSITY OF MISSOURI	026
	<i>COLUMBIA COLLEGE</i>	<i>026B</i>
NEBRASKA	*UNIVERSITY OF NEBRASKA	027
NEW MEXICO	▲ *UNIVERSITY OF NEW MEXICO	028
NEW YORK	CORNELL UNIVERSITY	006
	▲ STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE	056
	<i>FORDHAM UNIVERSITY</i>	<i>056A</i>
	■ <i>MOLLOY COLLEGE</i>	<i>056B</i>
	RENSSELAER POLYTECHNIC INSTITUTE	040
	■ <i>RUSSELL SAGE COLLEGE</i>	<i>040A</i>
	<i>UNION COLLEGE</i>	<i>040E</i>
	UNIVERSITY OF ROCHESTER	042
	<i>ROCHESTER INSTITUTE OF TECHNOLOGY</i>	<i>042B</i>
	* <i>STATE UNIVERSITY OF NEW YORK – BROCKPORT</i>	<i>042D</i>
NORTH CAROLINA	DUKE UNIVERSITY	007
	▲ NORTH CAROLINA STATE UNIVERSITY	029
	*UNIVERSITY OF NORTH CAROLINA	030
OHIO	*MIAMI UNIVERSITY	022
	*OHIO STATE UNIVERSITY	033
OKLAHOMA	*UNIVERSITY OF OKLAHOMA	034
OREGON	▲ OREGON STATE UNIVERSITY	035

*Indicates schools with BSN program.

■Indicates school with Nurse Corps program only

▲Indicates schools with Nuclear program

PENNSYLVANIA	CARNEGIE-MELLON UNIVERSITY	067
	*DUQUESNE UNIVERSITY	067B
	*UNIVERSITY OF PITTSBURGH	067A
	▲ *PENNSYLVANIA STATE UNIVERSITY	036
	*UNIVERSITY OF PENNSYLVANIA	037
	DREXEL UNIVERSITY	037B
	*TEMPLE UNIVERSITY	037C
	*VILLANOVA UNIVERSITY	052
SOUTH CAROLINA	□ THE CITADEL	004
	■ THE MEDICAL UNIVERSITY OF SOUTH CAROLINA	004A
	▲ *UNIVERSITY OF SOUTH CAROLINA	044
TENNESSEE	*UNIVERSITY OF MEMPHIS	064
	CHRISTIAN BROTHERS UNIVERSITY	064A
	VANDERBILT UNIVERSITY	051
	■ BELMONT UNIVERSITY	051B
	*TENNESSEE STATE UNIVERSITY	051A
TEXAS	*PRAIRIE VIEW A&M UNIVERSITY	038
	RICE UNIVERSITY	041
	■ HOUSTON BAPTIST UNIVERSITY	041D
	UNIVERSITY OF HOUSTON	041A
	TEXAS A&M UNIVERSITY	047
	TEXAS A&M UNIVERSITY AT GALVESTON	047A
	▲ *UNIVERSITY OF TEXAS	048
	HUSTON-TILLOTSON COLLEGE	048B
UTAH	▲ *UNIVERSITY OF UTAH	050
	*WESTMINSTER COLLEGE	050A
	WEBER STATE UNIVERSITY	050B
VERMONT	*NORWICH UNIVERSITY	065
VIRGINIA	*HAMPTON UNIVERSITY	018
	*NORFOLK STATE UNIVERSITY	069
	*OLD DOMINION UNIVERSITY	058
	*UNIVERSITY OF VIRGINIA	053
	VIRGINIA MILITARY INSTITUTE	057
	MARY BALDWIN COLLEGE	057A
	VIRGINIA POLYTECHNIC INSTITUTE	060
	■ RADFORD UNIVERSITY	060A
WASHINGTON	▲ *UNIVERSITY OF WASHINGTON	054
	■ SEATTLE UNIVERSITY	054B
WISCONSIN	*MARQUETTE UNIVERSITY	020
	MILWAUKEE SCHOOL OF ENGINEERING	020D
	▲ *UNIVERSITY OF WISCONSIN	055

*Indicates schools with BSN program.

■Indicates school with Nurse Corps program only

▲Indicates schools with Nuclear program

Appendix C

Checklist for OCS Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.) Include date available for OCS.

- ___ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)

- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)

- ___ 4. Evaluations. (Copies of last 3 years observed Evaluation Report & Counseling (NAVPERS 1616/26)).

- ___ 5. College Transcript. (Provide copies of all college transcripts attended.)

- ___ 6. Award Citations. (Attach one copy of each award citation.)

- ___ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372). A service record copy of your birth certificate is also acceptable.)

- ___ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)

- ___ 9. Sailor Marine Ace Registry Transcript (SMART) (Attach one copy of your transcript for service schools attended.)

- ___ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.

- ___ 11. Documentation of the Command Medical Records Review and Interview (included in the Commanding Officer's Endorsement).

Enclosure (1)

___12. Financial Statement. (Use form provided in the Officer Programs Application OPNAV 1420/1.

___13. Testing Scores - (Use information in the Officer Programs Application OPNAV 1420/1, block 18).

___14. Include copy of commissioning physical with copy of EKG.

___15. I certify that my command has advised BUPERS by message to hold my orders in abeyance, and that I will not transfer prior to final disposition of my application by Commander, Navy Recruiting Command.

Appendix D

Checklist for MECP Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-15/16 (Commanding Officer's Recommendation of Officer Programs Application found in Chapter 2 of this instruction) to front of package, additional endorsement not required (Original signature of CO/Acting only, no BY DIRECTION).
- ___ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
 - Include Statement of Age (Calculated age in years/months/days at projected dated of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application).
- ___ 4. Evaluations. (Copies of last 5 years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2).)
- ___ 5. College Transcript. (Copies of all college transcripts.)
- ___ 6. Test Scores. ACT or SAT scores completed within 3 years of application due date.
- ___ 7. Letter of Acceptance. (from accredited university or college).
- ___ 8. Academic Degree Completion Plan. (Signed by accredited school of nursing; projected program of study; number of accepted/transferrable credits(minimum of 30 semester credits).
- ___ 9. Medical Examination/History. (Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1 within last 18 months to include HIV results, eye exam, etc. as outlined in this chapter).

___ 10. Proof of Birth. (Certified copy of birth certificate or Report of Birth (DD Form 372) or certificate of citizenship and/or naturalization number.)

___ 11. Security Clearance. (OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.)

___ 12. Letters of Recommendation. (not required, place here if included).

___ 13. Awards. (copies of citations, letters, not required, place here if included).

Appendix E

Checklist for IPP Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. Move page 2-25/16 (Commanding Officer's Recommendation of Officer Programs Application found in Chapter 2 of this instruction) to front of package, additional endorsement not required (Original signature of CO/Acting only, no BY DIRECTION).
- ___ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
- ___ 3. Personal Motivation Statement. Use form provided in the Officer Programs Application form OPNAV/1. Provide statement directed toward the field desired or state the specific program section to which you are applying. **Include Statement of Age (Calculated age in years/months/days at projected date of program completion, under personal statement section) Note: does not count against 200-250 word motivation statement.**
- ___ 4. Interviewer Appraisal Sheets (3). (NAVCROUT 1100/13 provided in Chapter 2, Officer Programs Application). Applicants will not be provided copies of interview sheets until after the CO has signed and forwarded application.
- ___ 5. Degree Awarded/College Transcripts/List of all colleges attended. Provide originals (unless otherwise stated) for all undergraduate and graduate level coursework.
- ___ 6. Test Scores. ACT, SAT, GRE, GMAT, or appropriate scores completed **within 5 years of application due date**. If scores are low, applicants should consider retaking to improve their score and make themselves more competitive.
- ___ 7. Letter of Acceptance. For applicants requesting further education from an accredited university or college.
- ___ 8. Academic Degree Completion Plan. (Signed by accredited school official; projected program of study; number of accepted/transferrable credits, coursework and projected completion date).

___ 9. Evaluations. (Copies of last 5 years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2)).

___ 10. Letters of Recommendation (not required, place here if included).

___ 11. Awards. Provide copies of citations or letters (not required, place here if included).

___ 12. Proof-of-Birth. Certified copy of birth certificate or Report of Birth (Form DD 372) or certificate of citizenship and/or naturalization number. **(It is illegal to copy, Xerox, photograph birth certificates from some states and certificates of citizenship or naturalization documents, unless granted permission.)**

___ 13. Security Clearance. OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.

___ 14. Medical Examination/History. Report of Medical Examination (SF 88 or DD 2808) and Report of Medical History (SF 93 or DD 2807-1) within last 12 to 18 months to include HIV results, eye exam, etc. as outlined in this chapter.

Appendix F

Checklist for LDO/CWO Applicants

- ___ 1. Commanding Officer's Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- ___ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application. The Interviewer's Appraisal Sheets (3) shall be typed, signed, and will include the board member's designator and grade. Ensure block entitled "Potential as a Career Naval Officer" is completed.)
- ___ 4. Evaluations. Do not send information that is already in your microfiche and PSR.)
- ___ 5. Provide copy of GED Certificate if not a high school graduate.
- ___ 6. Award Citations. **Do not** send information that is already in your microfiche and PSR. Attach one copy of each award citation as discussed in block 24 on the Officer Programs Application Form OPNAV 1420/1 that is not in your microfiche and PSR.
- ___ 7. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)
- ___ 8. Sailor Marine Ace Registry Transcript (SMART) is not required.
- ___ 9. Medical documentation of color vision test completed within 18 months of 1 October of the year of application (if applying for designator listed in paragraph 7k of Chapter 7)
- ___ 10. Time in Service (TIS/TIR): Addressed in Chapter 7, paragraph 8.

Paygrade Eligibility: Be serving in paygrades E-6, E-7, E-8 or E-9 (E-9 who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E-9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement

Enclosure (1)

to Master Chief Petty Officer).

E-6 applicants: Must have served as a PO1 for 1-year with no less than 8 years and no more than 16 years TIS as of 1 October of the year application is made and be SELBD ELIGIBLE for advancement to E-7. Ensure copy of Examination Profile Information letter is attached.

___ 11. Designator(s) applied for (dual designators not acceptable):

	Preference**	<u>Program</u>	<u>Category</u>	<u>Designator</u>
Correct:	a.	LDO	Deck(Surface)	611X
	b.	CWO	Boatswain (Surface)	711X
Incorrect:	a.	LDO/CWO	Deck/Boatswain	611X/711X
	b.	LDO/CWO	Operations	612X/712X

___ 12. Civilian resume (Inactive duty only)

** Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.

___ 13. For all LDO/CWO applicants, after personal statement, include a listing of application enclosures as follows: The following enclosures are included: Encl (1) Interviewer's Appraisal Sheets - 3; Encl (2) College Transcripts - 5; Encl (3) Copy of Examination Profile Information Letter etc."

___ 14. All candidates must be ranked and ranking must be reflected on the commanding officers recommendation.

___ 15. Write NA in all blocks for OPNAV 1420/1 that do not apply. Leave blank all blocks that are not required.

___ 16. Photograph is not required.

___ 17. Applications must be placed loosely (no staples or paperclips) in a brown folder (Stock number 7530-00-222-3443) with a white label (Stock number 7530-00-082-2662) on top left inside edge containing the following typed information: First line, Last Name, MI and designator(s) applying for. Second line, Rate, and Third line, SSN.

___ 18. Personal Statement: At end of personal statement include:

"A statement of my complete naval service is as follows:

<u>BRANCH</u>	<u>ENLISTED</u>	<u>DISCHARGED</u>	TIME LOST		<u>ACTIVE</u> <u>DUTY</u>
			<u>DUE TO</u> <u>MISCONDUCT</u>	<u>INACTIVE</u> <u>DUTY</u>	
USNR-R	00-00-00	00-00-00	NONE	00-00-00	
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
USN	00-00-00	00-00-00	NONE		00-00-00
					*YR/MO/DA

(*Net time (active) for eligibility computed to 1 October of the year application is made must be at least 8 years. If computation results in active duty greater than 16-00-00 or above, the member is ineligible for the LDO program. If greater than 24-00-00, the member is ineligible for CWO program.)

19. Specific application guidance for enlisted applying for LDO or CWO: Submit pages 2-8 through 2-20 of OPNAV 1420/1 with officer appraisal sheets. Blocks that are not applicable to enlisted applying for LDO or CWO program should be left blank.

Blocks 1 through 5: Fill in with appropriate information.

Block 6: If a citizen, fill in a and b all rest NA.

Block 6: If a naturalized citizen, fill out all blocks and provide citizenship certificate number and copy of page 13 entry on citizenship or copy of Record of Military Processing - Armed Forces of the United States Form DD 1966/1 (ADP). (Verification of Birth form DD 372 does not confirm citizenship copy of one of the two aforementioned documents verify citizenship).

Block 7 and 8: Not required, leave blank

Blocks 9 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank

Block 20: LDO and CWO applicants need to list all duty assignments while on active duty. List all duty assignments in chronological order; earliest first. (Attach separate sheet if more space is necessary.)

Block 21: Not applicable if a high school graduate. If not high school graduate then follow instruction given.

Block 22: Fill in if applicable.

Enclosure (1)

OPNAVINST 1420.1A
2 May 2003

Block 23: Not required leave blank.

Block 24: Fill in appropriate information, only attach copy of award citation if not in your microfiche or PSR. List in chronological order 1st to most recent "personal" award.

Block 25: Fill in appropriate information. Include any service school that is more than 2 weeks.

Blocks 26 through 31: Fill in with appropriate information.

Blocks 32 through 35: Leave blank, not required for LDO/CWO program.

___ 20. Specific application guidance for CWO applying for LDO: Submit pages 2-8 through 2-20 of OPNAV 1420/1. Only submit information that pertains to TIS as a CWO. (Appraisal sheets not needed.)

Blocks 1 through 5: Fill in with appropriate information.

Blocks 6 through 8: Not required, leave blank.

Blocks 9 through 13: Fill in with appropriate information.

Block 14: Fill in with appropriate information. For CWO applying for LDO this block needs to be Actual Commissioned Base Date, when member was first appointed as a CWO.

Blocks 15 through 17: Fill in with appropriate information.

Blocks 18 and 19: Not required, leave blank.

Block 20: CWO to LDO applicants need to list all duty assignments while on active duty. List all duty assignments in chronological order; earliest first. (Attach separate sheet if more space is necessary.)

Appendix G

Checklist for Seaman to Admiral-21 Applicants

Applicant

- ___ 1. Application Cover Letter - signed and dated.
- ___ 2. STA-21 Data Form (if input not provided via web site).
- ___ 3. Personal Statement (signed and dated) - 1 page, with name, rate/rank, and SSN.
- ___ 4. Evaluations - front and back.
- ___ 5. ASTB Test Scores (Pilot or NFO only).
- ___ 6. High School Transcript(s) - if applicable.
- ___ 7. College Transcript(s) or GED certificate.
- ___ 8. Sailor Marine Ace Registry Transcript (SMART).
- ___ 9. Photograph (Nuclear only).
- ___ 10. Special Qualification Documents (e.g., awards, letter of appreciation/commendation, qualifications, recommendations).
- ___ 11. PFA Results.
- ___ 12. Statement of Understanding (Nuclear Only).

Command

- ___ 1. CO Endorsement Letter with Ranking.
- ___ 2. CO Recommendation Form.
- ___ 3. Interview Board Appraisal Sheets (3).

2 May 2003

Nomination Review Board

- ___1. Chairperson's Recommendation Form.
- ___2. Interview Board Appraisal Sheets (3).
- ___3. Interview Verification Form - signed and dated by both commanding officers.

2 May 2003

Appendix H

Officer Communities and Designators List

1. General Categories. Billet and officer designator codes are grouped in general categories as follows:

a. **Unrestricted Line**. Officers of the line of the Regular Navy and Naval Reserve who are not restricted in the performance of duty.

b. **Restricted Line**. Officers of the line of the Regular Navy and Naval Reserve who are restricted in the performance of duty by having been designated for aviation duty, engineering duty, aerospace engineering duty, or special duty.

c. **Staff Corps**. Officer of all staff corps of the Regular Navy and Naval Reserve. There are five staff corps programs available through this program.

d. **Limited Duty Officer - Line**. Officers of the line of the Regular Navy and Naval Reserve appointed for the performance of duty in the broad occupational fields indicated by their former warrant designators or enlisted rating groups.

e. **Limited Duty Officer - Staff**. Officers of the staff of the Regular Navy and Naval Reserve appointed for the performance of duty in the broad occupational fields indicated by their warrant designators or enlisted rating groups.

f. **Chief Warrant Officer - Line**. Officers of the line of the Regular Navy and Naval Reserve appointed to chief warrant officer for the performance of duty in the technical fields indicated by former enlisted rating groups.

g. **Chief Warrant Officer - Staff**. Officers of the staff of the Regular Navy and Naval Reserve appointed to chief warrant officer for the performance of duty in the technical fields indicated by former enlisted rating groups.

Enclosure (1)

2 May 2003

2. The list below highlights the general categories and designator codes for each community, including Training Codes indicated by (T).

UNRESTRICTED LINE (URL)

Surface Warfare Community	Convention and Nuclear Designator: 111X, 116X (SWO-T)
Aviation Community	Pilots, Flight Officers (NFO) and Aviation Support Personnel Designators: 131X (Pilot), 132X (NFO), 130X (Aviation Support), 139X (Pilot-T), 137X (NFO-T)
Submarine Community	All nuclear, no diesels remaining in the U.S. inventory Designator: 112X, 117X (SUB-T)
Special Warfare Community	Seals Designator: 113X, 118X (SPEC WAR-T)
Special Operations Community	Divers, Explosive Ordnance Disposal Personnel Designator: 114X, 119X (SPEC OPS-T)

RESTRICTED LINE (RL)

Aerospace Maintenance Duty	Specialists in aviation Maintenance Officer (Aviation Maintenance) Designator: Maintenance 152X
Cryptologist	Specialists in cryptographic support, intelligence, automatic data processing (ADP) Designator: 161X, 164X (CRYPTO-T)
Intelligence	Specialists in intelligence gathering, language, and dissemination Designator: 163X

2 May 2003

Public Affairs Specialists in journalism
and public relations/liaison
Designator: 165X

Oceanography Specialists in marine and
environmental sciences
Designator: 180X

STAFF CORPS

Medical Service Corps Health Care Administrators,
Health Science and Clinical
Specialists
Designator: 230X

Nurse Corps Specialists in Nursing and
related fields
Designator: 290X

Supply Corps Comptrollers, Finance Directors
Designator: 310X

Civil Engineer Corps Construction, logistics
Designator: 510X

LIMITED DUTY OFFICERS and CHIEF WARRANT OFFICERS

All members are prior senior enlisted with extensive experience
and technical expertise. See Chapter 7 (Addendum 1 for normal
path to LDO/CWO commission).

LDOs Designators: 61XX, 62XX,
63XX, 64XX, 65XX

CWOs Designators: 71XX, 72XX,
73XX, 74XX, 75XX